



# ***CASHIER TRAINING***



**OTCnet**<sup>SM</sup>  
Deposits Made Simple

**United States Army Financial Management  
Command  
(USAFMCOM)  
Operational Support Team**

Updated July 2015



# AGENDA



**# Action, Conditions, Standard**

**# Disbursing Office Set-Up**

**# Module 1 - E-Commerce Systems > Eagle Cash Card (ECC)**

- **ECC Issuance Process**
- **ECC Reset Pin Process**
- **ECC Load Process**
- **ECC Sale Process**
- **Process Merchant's Point of Sale (POS) Device**
- **Manual Kiosk Collection/Maintenance**



# AGENDA



## # Module 2 - E-Commerce Systems > OTCnet

- **OTCnet Offline Application Overview**
- **Terms**
- **Password Guidance**
- **Logon to the Offline Application**
- **Scanning a Check**
- **Local Verification Database (LVD) Check Verification**
- **Void a Check**
- **Close a Batch**



# AGENDA



## **# Module 3 - Deployable Disbursing System (DDS)**

- **Login Password/CAC process**
- **Navigation Introduction**
- **Help Menu (Identify DDS version)**
- **Transaction Walkthrough**
  - # **Confirm/Accept an Advance**
  - # **Exchange Transactions**
  - # **Manual Disbursements**
  - # **Military Payments**
  - # **Manual Collections**
  - # **Savings Deposit Program**
  - # **Disbursing Irregularities (Loss of Funds/Overage)**
  - # **DDS Query**
  - # **DDS Backout**



# AGENDA



## **# Module 4 - Close A Business Day**

- **ECC End of Day Processing**
- **OTCnet End of Day Processing**
- **DDS End of Day Processing**

## **# Module 5 - FMST Specific Processes**

- **Create/Retrieve Remote File Transfer (RFT)**

## **# Module 6 - Contact Information**



# ACTION, CONDITIONS, STANDARD



■ **ACTION:** Perform cashier operations utilizing the functional financial systems within disbursing.

■ **CONDITIONS:** You have a requirement to process transactions and close your daily business using the Deployable Disbursing System (DDS), Eaglecash Card (ECC), and Over The Counter Channel Application software (OTCnet), the DoDFMR Volume 5, DDS Manual, Stored Value Card (SVC) Quick Reference Guide, OTCnet Manual, local standard operating procedures, standard office supplies, and equipment.

■ **STANDARD:** The students will have successfully conducted cashier operations utilizing DDS, ECC, and OTCnet, and receive a GO on the following actions:

1. Properly receive/return agent funds.

2. Properly input exchange transactions, collections, and disbursements.

3. Properly close daily business in all systems.

4. Properly complete end of day reports.





# DISBURSING SITE EXAMPLES



**■ MAIN SITE - The DO and DDO is located at the main site. All funds are centralized under a DSSN.**

- Camp Arifjan, Kuwait

**■ REMOTE SITE - The DA is located at the remote site. The DA is assigned a portion of the DO funds.**

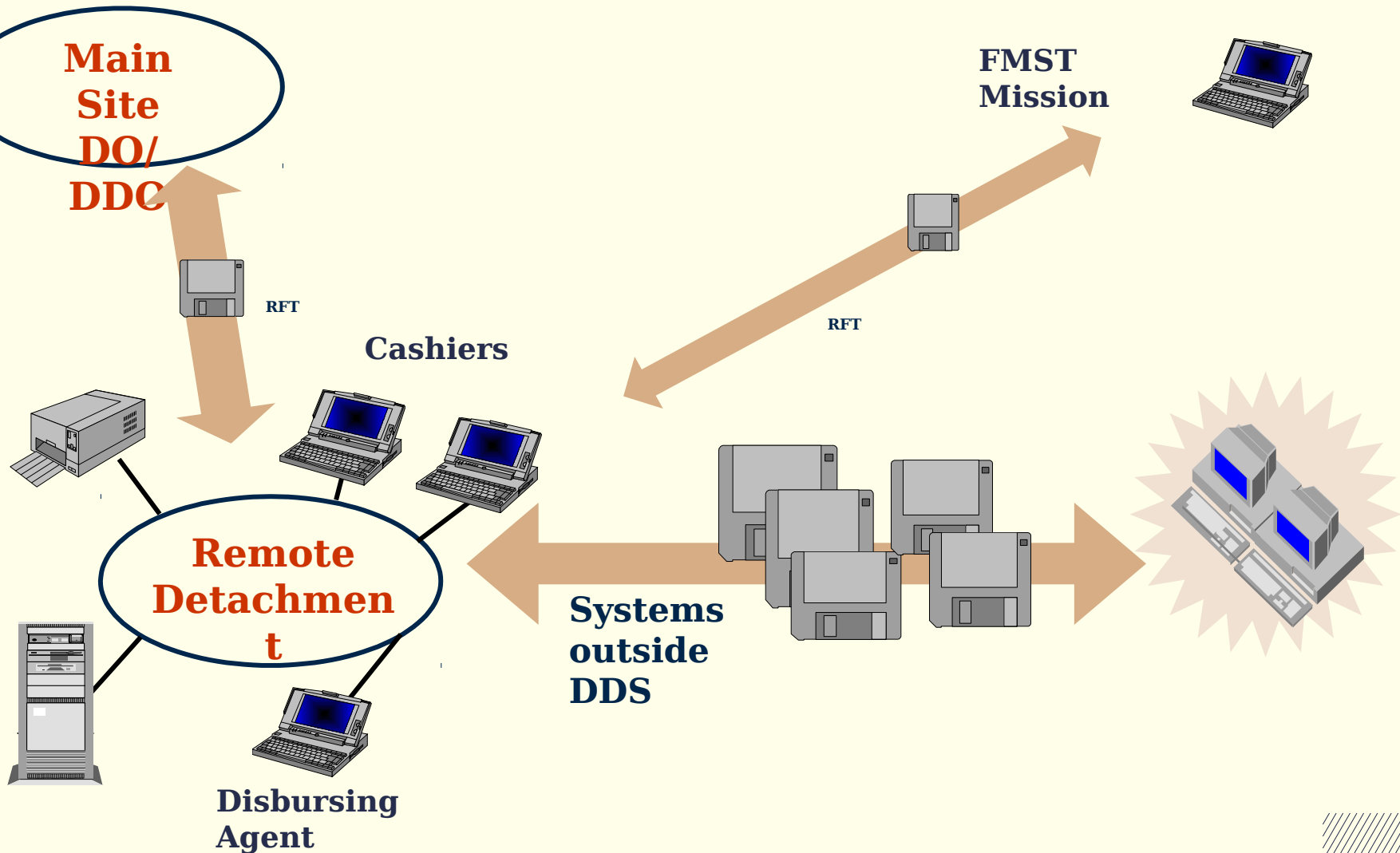
- Bagram, Afghanistan
- Kandahar, Afghanistan
- Camp Beuhring, Kuwait

**■ FMST/STAND-ALONE - A cashier is advanced funds as part of a team on behalf of a DDO/DA and is away from the main or remote site. The team is mobile and can go anywhere to provide service to Soldiers on the battlefield.**

**■ CLIENT - A system that has been set-up to map into another computer's database (DDO or DA). This system is normally used by a cashier when conducting normal day-to-day operations at a main or remote site.**



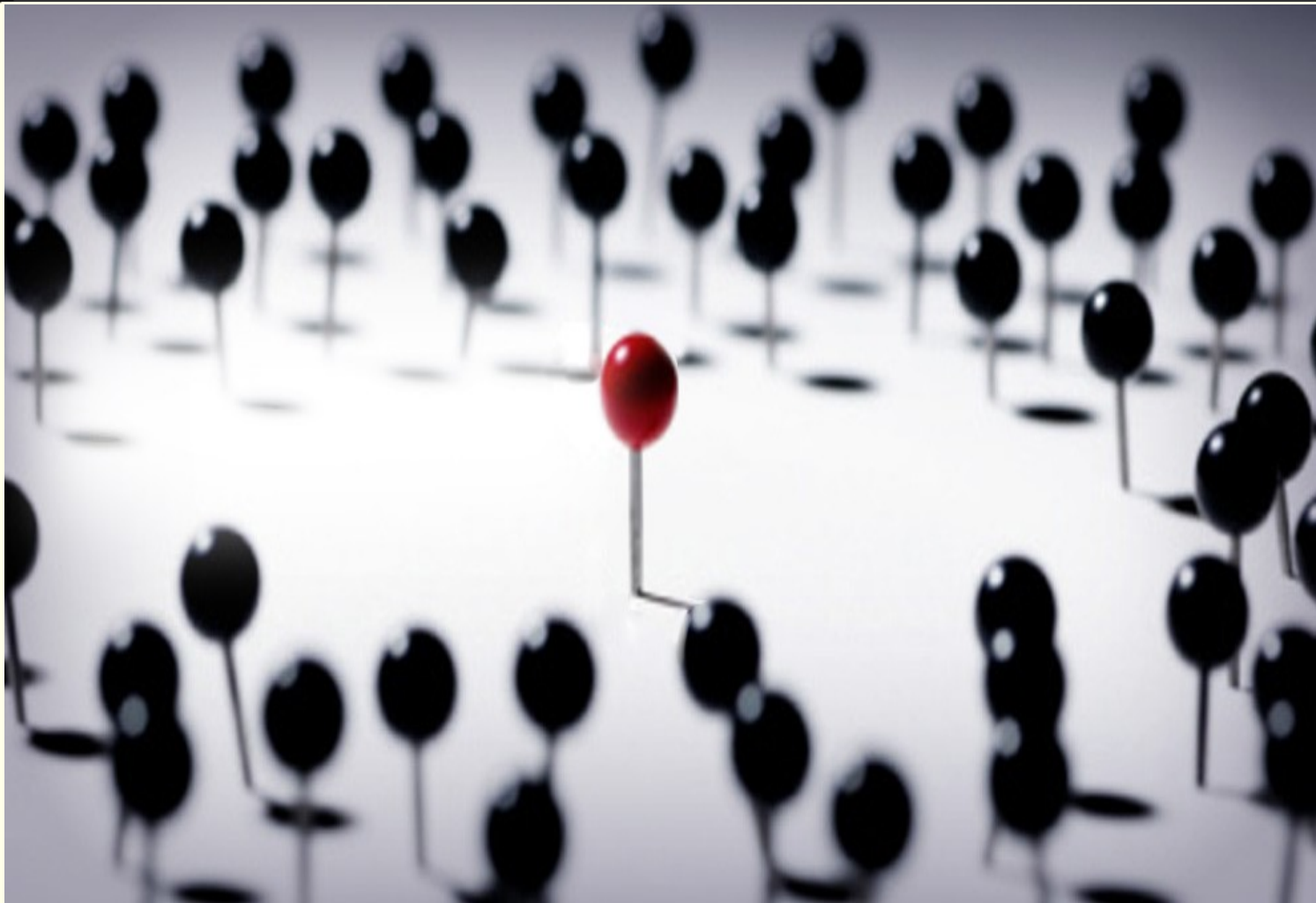
# OFFICE SETUP







# MODULE 1: E-COMMERCE SYSTEMS > EAGLE CASH CARD





# EAGLE CASH CARD



## ■ ECC Examples

**Customer Card**  
(Limit \$9,999.99)



**Merchant Deposit Card**  
(Limit \$100,000.00)



**Agent Card**  
(Limit \$20,000.00)





# EAGLE CASH CARD



## ✦ ECC Capabilities - Customer Card

### ✦ Load funds up to \$350.00 per day.

- Funds pulled from linked bank account at kiosk via electronic funds transfer (EFT).
- Funds loaded on card at Finance Office.

### ✦ Unload funds up to the full amount on the card.

- Funds deposited to the linked bank account via EFT.
- Funds reduced by local purchases made with card.
- Funds removed at Finance Office in exchange for cash.



### ✦ Card to Card transfer up to the full



# EAGLE CASH CARD



- ✦ Card Issuance - The Disbursing Agent is overall responsible for the issuance of the ECC to the cashier or Customer Service representative.**
- ✦ Card Security - ECC must be treated in the same manner as cash; should be secure at all times.**
- ✦ End of Day Process - The cashier should return unissued ECC, and the Issuance Report to the Disbursing Agent.**





# EAGLE CASH CARD



- If the bank account the ECC was created with changes or closes, the Soldier must contact Finance immediately to update their information or it will result in an Non-Sufficient Funds (NSF) transaction.
  - A new DD Form 2887 must be generated
- If the Soldier's deployment is extended, the Soldier must contact Finance to get the card expiration date extended, before it expires.
- The Soldier must ensure their spouse is aware of the possible ECC transactions. The transaction will post to the bank account as:
  - "ACH W/D-US TREAS - EAGLE CASH KIOSK"
- The Soldier MUST have the funds in their bank account PRIOR to transferring "electronic cash" to their card from the kiosk.



# EAGLE CASH CARD



## # EagleCash Card AKO Homepage

Army Knowledge Online - john.curran1 (CAC Session) - Windows Internet Explorer provided by DFAS

https://www.us.army.mil/suite/designer;jsessionid=B4F67635EE3331A4277ABE20114EA0A2.appd06\_1

File Edit View Favorites Tools Help

Army Knowledge Online - john.curran1 (CAC Session)

This information system is approved for UNCLASSIFIED//FOUO data

Home My Account Favorites Quick Links Self Service

EagleCash Home Related Content

AKO Home > DoD Organizations > Army > Headquarters, Department of the Army (HQDA) > Secretary of the Army (SA) > ASA (Financial Management)

Welcome to EagleCash

### Overview

EagleCash is a cash management tool designed to support U.S. military personnel deployed in combat zones and on peace-keeping missions. The program, which improves convenience for Soldiers and other authorized personnel, was developed and is managed jointly by the U.S. Army and U.S. Department of the Treasury. The program uses smart-card technology and off-line batch processing to reduce the amount of U.S. currency in circulation overseas, and to take workload out of the base Finance Office, thus freeing up military personnel for other essential duties. EagleCash cards are issued at selected pre-deployment sites in the U.S., and at Army Finance Offices in contingency areas of operation where the program has been deployed.

EagleCash cards are a type of payment card referred to as [Stored Value Cards \(SVC\)](#) and can interface with automated kiosk devices located at convenient locations on the camp/base, which allow enrolled cardholders self-service access to funds in their U.S.-based checking accounts. Funds on the card can be used to purchase goods and services at the Post Exchange or Base Exchange, Postal facility, and most concessionaires on base. Each EagleCash kiosk transaction reduces Finance Office accountability and workload, and saves service persons time and money.

The EagleCash cash management program was developed by U.S. Army Finance Command and the U.S. Treasury Department in partnership with the Federal Reserve Bank of Boston to support the financial needs of personnel serving in contingency areas of operation. ~

Tell us what you think of [EagleCash](#). Share the link with your customers!

**ALERT!**  
24 Jul 2012 1  
Click on the Thank you.

- The AKO EagleCash homepage is designed to provide easy access to SOPs, Policy Letters, daily Hot & Warm lists, and site folders.

**EagleCash Reports** >>>

- EagleCash Reports
- SVC Report Catalog 27-Sep-12

**EagleCash Unrestricted Documents Collection** >>>

- EagleCash SOP, Policies, Charter & more...
- EagleCash Bulletins 19-Nov-12
- EagleCash Newsletter CORRECTED 7-Jan-13
- EagleCash Quick References
- Photo Gallery
- FMS & USAFMCOM Briefings
- Forms 28-Jun-12
- WarmList & HotList

**EagleCash Links** >>>

- EagleCash Contact Information
- EagleCash website at U.S. Treasury

**EagleCash Resources** >>>

- Instructions to Upload & Download Files
- EagleCash Engine Documentation

- Make this page a favorite inside AKO for easy access

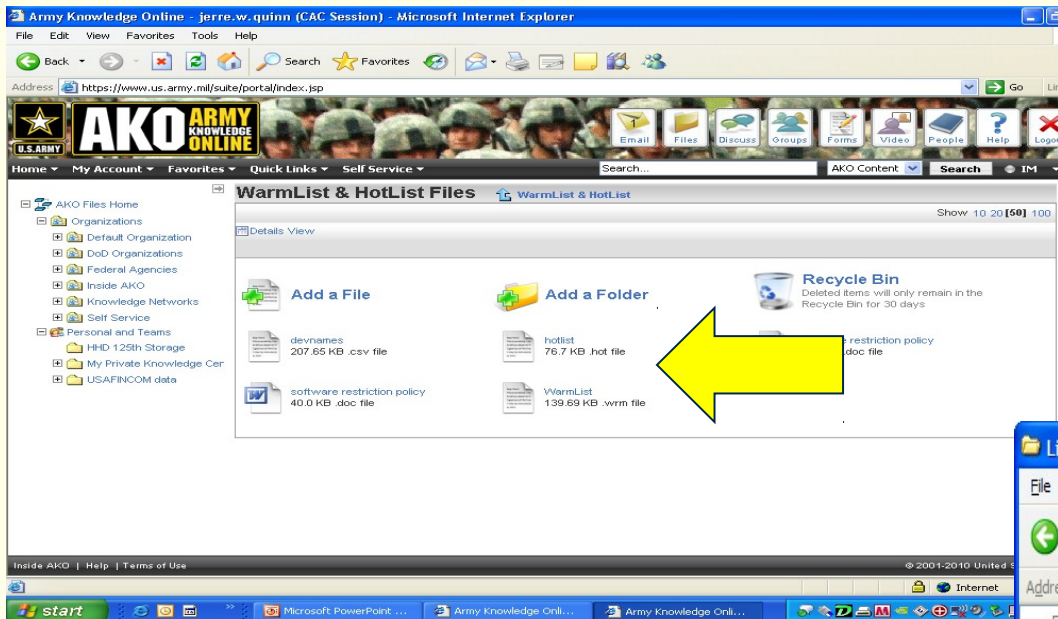




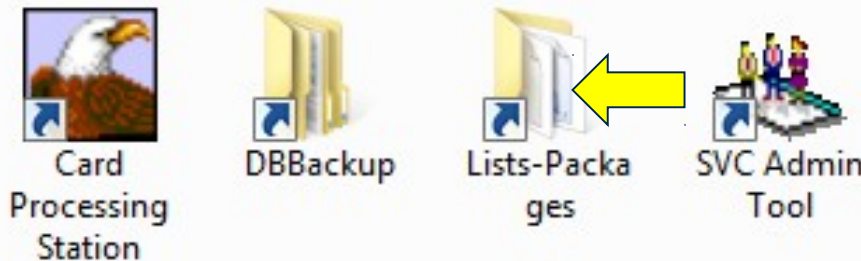
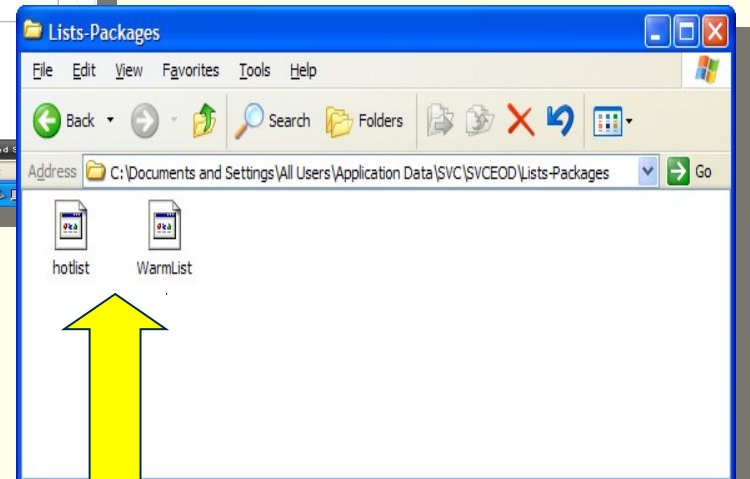
# EAGLE CASH CARD



## Retrieve Hot & Warm lists From ECC AKO Homepage



- The user pulls the Hotlist, Warmlist, and Device Names via ECC-AKO daily.
- Save the files to the Lists-Packages folder within the EagleCash folder.

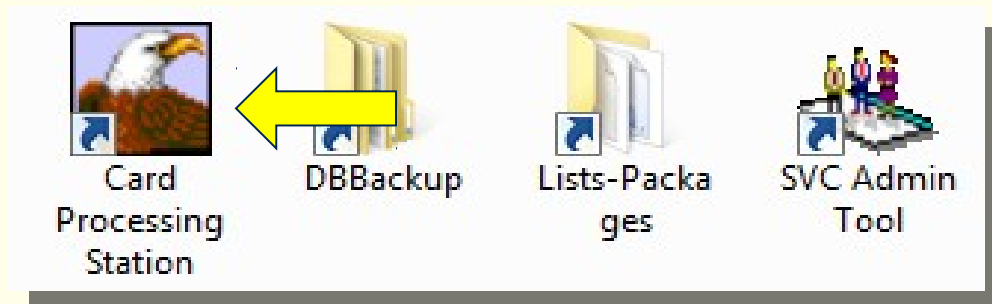




# EAGLE CASH CARD



## Card Processing Station - (1 of 3)



- All programs start from the EagleCash (EC) folder.

Card Processing Station Login

Smartcard Authentication Password Authentication

Please enter a valid user name and password for this application.

User Name: user001

Password: xxxxxxxx

[Forgot Password](#) Login Cancel

**\*\*Users must be created by the admin in the SVC Admin Tool prior to attempting to log into Card Processing Station.**



# EAGLE CASH CARD



## # Card Processing Station (2 of 3)

Stored Value Card - Rules of Behavior

You must AGREE to the Stored Value Card - Rules of Behavior before you can access this application.

**USERS** must ensure that the Information Technology (IT) resources with which they have been entrusted are used properly, as directed by FMS and Local IT policies and standards, taking care that the laws, regulations, and policies governing the use of such resources are followed and the value of all information assets are preserved. Each user is responsible for all activities associated with their assigned UserID.

**USERS** must take positive steps to protect SVC equipment, software, and data from loss, theft, damage, and unauthorized use or disclosure.

**USERS** must report improper or suspicious use of SVC equipment.

**USERS** must follow proper logon/logoff procedures.

**USERS** must not browse or search SVC data except in the performance of authorized duties. Ability to access data does not equate to authority to manipulate data.

**USERS** must not install or use unauthorized software on SVC equipment. Do not use freeware, shareware, or public domain software on SVC computers without permission from Treasury.


**USERS** must ensure that anyone seen using a SVC workstation in the area is authorized to do so. When leaving and active workstation unattended, users will log off or secure the workstation from unauthorized use.

**USERS** must protect UserID's and passwords from improper disclosure. Passwords provide access to FMS data and resources. Users are responsible for any access made under his/her UserID and password.

☒ I have read the Stored Value Card (SVC) information technology Rules of Behavior and fully understand the security requirements of the information system, application and data. I further understand that violation of these rules may result in action up to and including termination or charges under UCMJ.

First Name:  Cashier Initial:  Last Name:  One Date:  7/22/2013

Card Processing Station Login

 Do you want to register your CAC so you can use Smartcard Authentication in the future?

- The first time a new user logs in they must read and accept the Rules of Behavior to proceed.
- The next prompt asks whether to associate the users CAC card.

For training purposes select NO

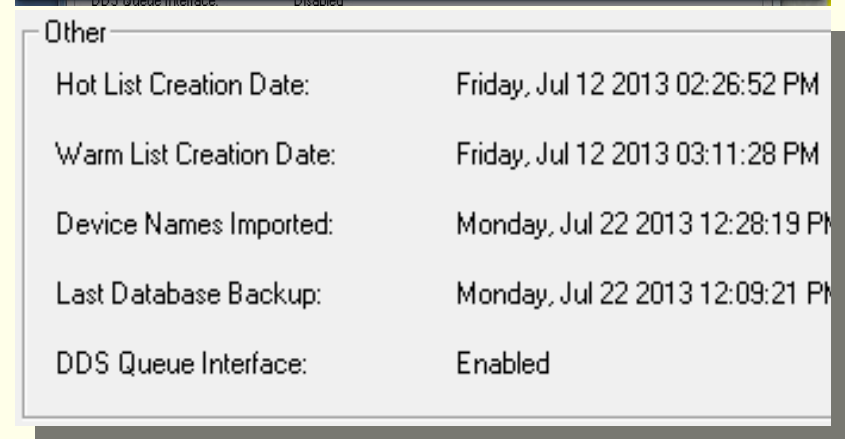
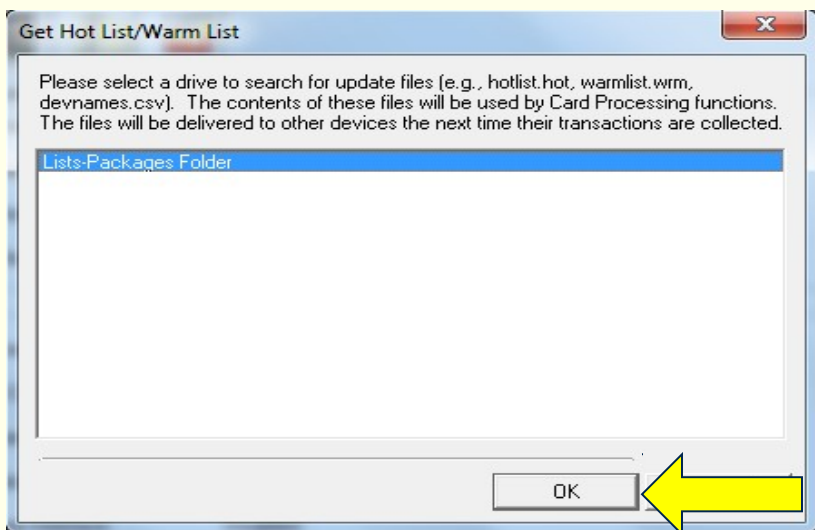
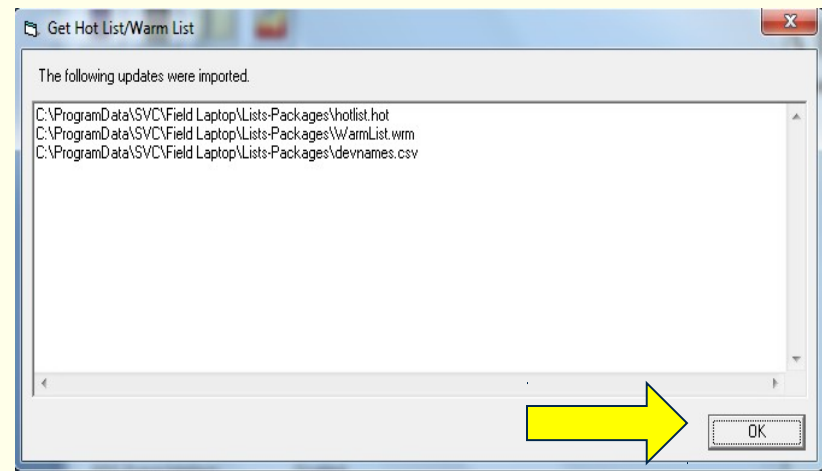
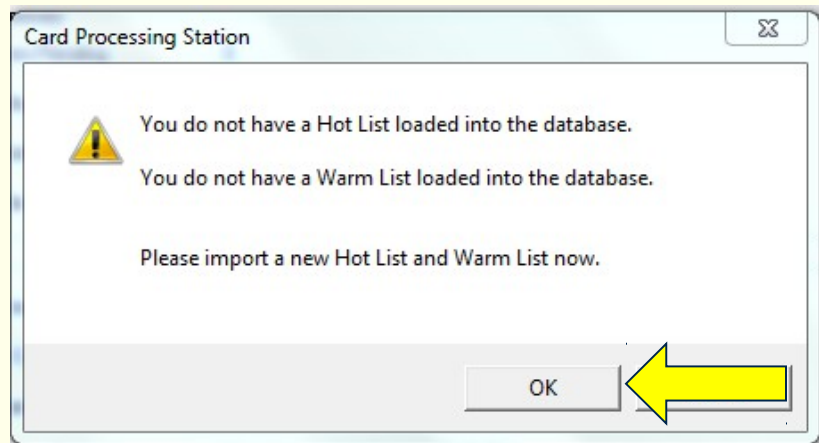




# EAGLE CASH CARD



## # Card Processing Station (3 of 3)





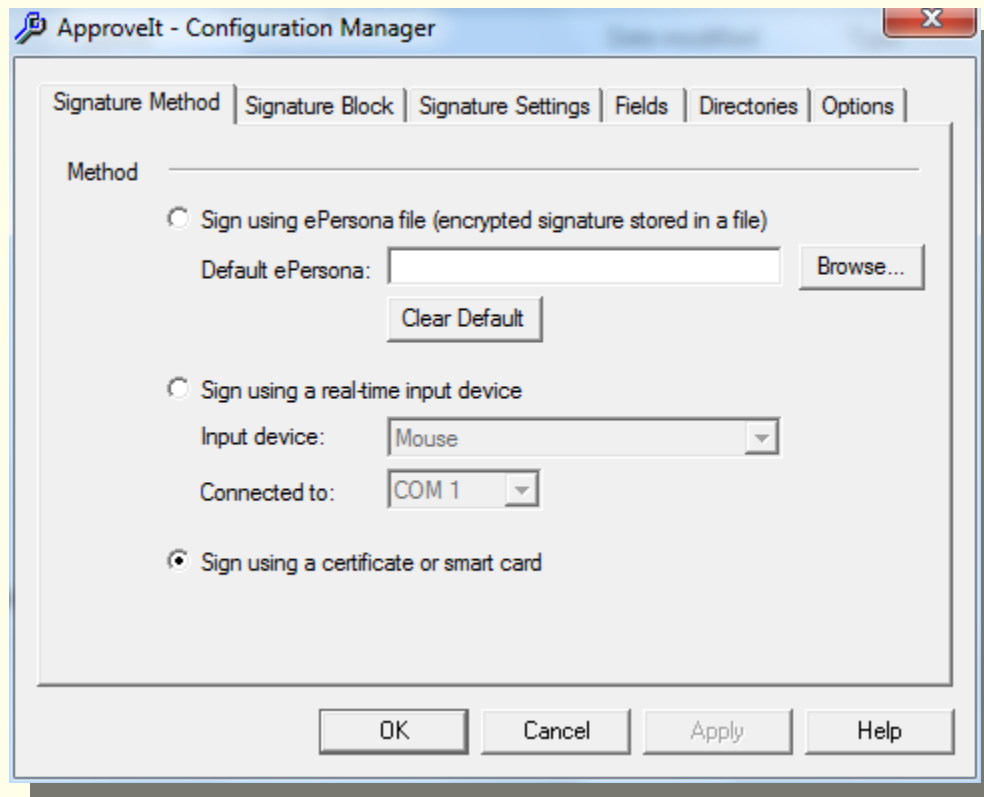


# EAGLE CASH CARD



## ✚ ECC Issuance - DD 2887 with CAC (1 of 5)

- A new DD 2887 must be filled out and signed for each new Eagle Cash Card, and anytime the customer changes banking information on an existing ECC.

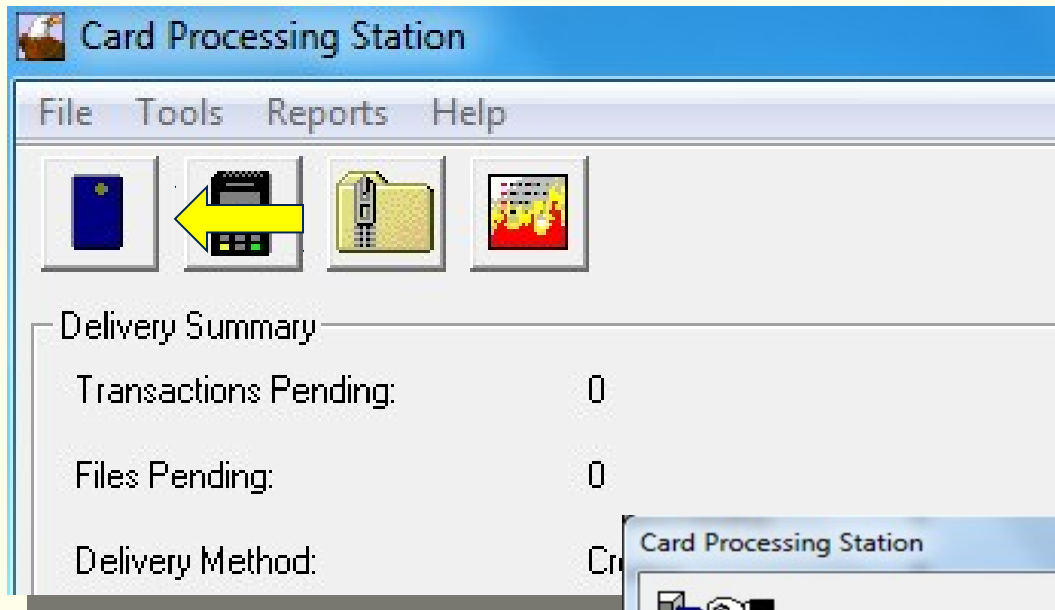


- Select Start----All Programs----"ApproveIt Desktop"-----"ApproveIt Configuration"
- Ensure the "Signature Method" tab is selected and "Sign using a certificate or smart card" radio button is selected and click OK.

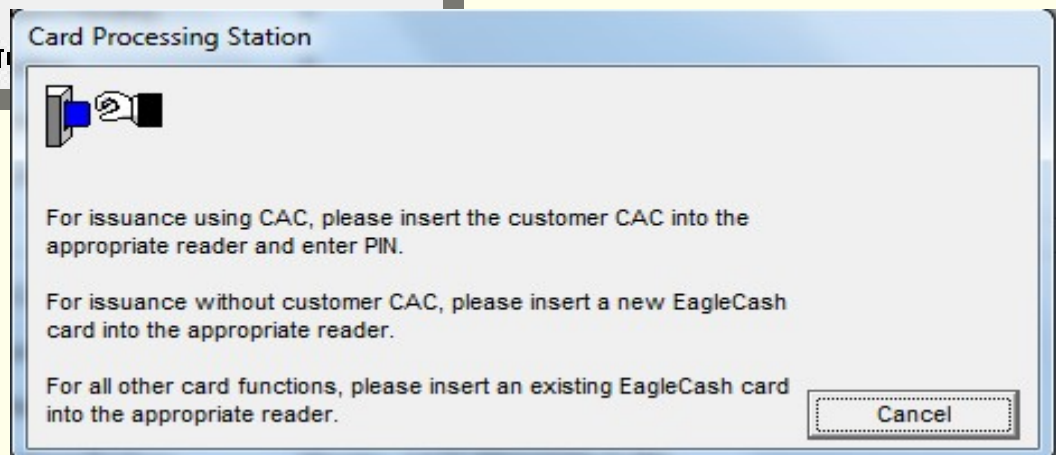


# EAGLE CASH CARD

## ✚ ECC Issuance - DD 2887 with CAC (2 of 5)



- **Login to CPS and select the “Read/Issue Card” Icon.**
- **Insert the customer’s CAC and the new ECC card when prompted.**







# EAGLE CASH CARD



- # ECC Issuance - DD 2887 with CAC (3 of 5)**
- # DD 2887 Best Practices**
- # Ensure mailing address used is a good permanent address (not deployed location).**
- # Ensure SSN and name are input completely and correctly. Clerk should verify data on form before the customer digitally signs the form.**
- # If customer wants to link a savings account to their ECC, verify that the bank is not on the "Banks-No Debit from Savings List" from EagleCash Homepage on AKO.**



# EAGLE CASH CARD



## ECC Issuance - DD 2887 with CAC (4 of 5)

Digital Signature Viewer

No Signature

OK Sign Delete

DATE e. ZIP CODE f. COUNTRY UNITED STATES

DATE d. ZIP CODE 02110 e. COUNTRY UNITED STATES

MAIL ADDRESS

CREDIT UNION INFORMATION

c. STATE d. ZIP CODE

ApproveIt - Certificate Selection

Please select the certificate you wish to use to approve the document.

Issued to	Issued by	Expiration ...	Friendly Name
HORNE.AMANDA...	DOD EMAIL CA-26	02/28/2013	HORNE.AMA...
HORNE.AMANDA...	DOD CA-26	02/28/2013	HORNE.AMA...

☐ Use this certificate as default

Details...

Sign using...

OK

Cancel

- Fill in all necessary information and click the signature box at the bottom.

- Click sign and the certificate, then OK.

the user enter CAC PIN, click OK.

the DD by clicking to close the window and select "yes" when prompted to save



# EAGLE CASH CARD



## ✚ ECC Issuance - DD 2887 with CAC (5 of 5)

The screenshot displays the 'Issue Card' window with the following fields and options:

- Cardholder Information:**
  - Last Name: Smith
  - First Name: John
  - SSN: 123456789
- Card Usage:** Service Member (dropdown)
- Military Branch:** Army (dropdown)
- Expiration Date (months):**
  - ☒ Active Duty (17 months)
  - ☐ Reservist (14 months)
  - ☐ 13 Months
  - ☐ Other  Months
- ☐ Enroll in Cashless Kiosk Program
- ABA Routing Number:**
- Account Number:**
- Account Type:** ☒ Checking ☐ Savings
- Daily Download Limit (\$):** 350
- Residence / Permanent Address:** 600 Atlantic Ave

The 'Update Card' window is also visible, showing:

- General Information:**
  - SSN: 12345-6789
  - Full Name: Smith, John
  - Current Balance: \$0.00
  - Card Usage: Service Member
  - Current Expiration Date: 03/31/2014 (with 'Change Expiry...' button)
  - Daily Download Limit: \$9,999.99
- Cashless Kiosk:** Card is NOT enrolled in Cashless Kiosk program. (with 'Enroll...' button)
- PIN:** Use Reset PIN to unlock softlocked cards or to set a new PIN. (with 'Reset PIN...' button)
- Invalidate:** Use Invalidate to cancel Lost/Damaged cards that were returned. (with 'Invalidate...' button)
- Revalue:**
  - Revalue Amount:
  - Tender Type: [Please Select] (dropdown)
  - (with 'Revalue' and 'Cancel' buttons)

An 'Enter 4-digit PIN' dialog box is overlaid on the bottom left, with fields for 'New PIN:' and 'Re-Enter PIN:', both masked with asterisks. A yellow arrow points from the 'Expiration Date' section of the 'Issue Card' window to the 'Enter 4-digit PIN' dialog box.

- Select the expiration date and click issue
- Customer enters PIN for their ECC twice.
- Finance does not create PIN for the customer.
- Remove and re-insert the new ECC, after it is activated, to ensure the card works.
- Once verified, remove the card and give to the



# EAGLE CASH CARD



## ■ ECC Issuance - DD 2887 without CAC (for training purposes only)

ApproveIt - Configuration Manager

Signature Method | Signature Block | Signature Settings | Fields | Directories | Options

Method

☐ Sign using ePersona file (encrypted signature stored in a file)

Default ePersona:  Browse... Clear Default

☒ Sign using a real-time input device

Input device:

Connected to:

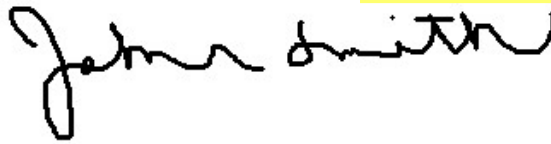
☐ Sign using a certificate or smart card

OK Cancel

- Select Start----All Programs----"ApproveIt Desktop"-----"ApproveIt Configuration"
- Ensure the "Signature Method" tab is selected, "Sign using a real-time input device" radio button is selected and "Mouse" is selected as the input device, click OK.
- Follow the steps from the previous slides, but when it comes to signing have the customer use the mouse to sign their name.

ApproveIt - Signature Capture

Type in your name below and capture your hand



Signer Name:  Sign Again

Sign using... OK Cancel





# EAGLE CASH CARD



## ■ ECC Reset PIN - Card Processing Station



Card  
Processi...

Card Processing Station

For issuance using CAC, please insert the customer CAC into the appropriate reader and enter PIN.

For issuance without customer CAC, please insert a new EagleCash card into the appropriate reader.

For all other card functions, please insert an existing EagleCash card into the appropriate reader.

Update Card

General Information

SSN: 123-45-6789

Full Name: Test, Joe

Current Balance: \$0.00

Card Usage: Service Member

Current Expiration Date: 08/31/2013

Daily Download Limit: \$9,999.99

Cashless Kiosk

Card is NOT enrolled in Cashless Kiosk program.

PIN

Use Reset PIN to unlock softlocked cards or to set a new PIN.

Invalidate

Use Invalidate to cancel Lost/Damaged cards that were returned.

Revalue

Revalue Amount:

Tender Type:

- Click Read/Issue Card icon.
- Select the "Reset PIN" button.
- Once selected, the "New 4-digit PIN" window will appear.
- Ask the customer to enter a new PIN, and then confirm it. (Cannot be trivial, such as 1111 or 1234)

New PIN

Re-Enter PIN



# EAGLE CASH CARD



## ■ ECC Load - Card Processing Station

**Card Processing Station**

For issuance using CAC, please insert the customer CAC into the appropriate reader and enter PIN.

For issuance without customer CAC, please insert a new EagleCash card into the appropriate reader.

For all other card functions, please insert an existing EagleCash card into the appropriate reader.

Cancel

**Update Card**

General Information

SSN: 123-45-6789

Full Name: Penn, Gennaro

Current Balance: \$0.00

Card Usage: Service Member

Current Expiration Date: 12/31/2014

Daily Download Limit: \$350.00

Change Expiry...

Change DDL...

Cashless Kiosk

Card IS enrolled in Cashless Kiosk program.

Update Info...

PIN

Use Reset PIN to unlock softlocked cards or to set a new PIN.

Reset PIN...

Revalue

Revalue Amount: 100

Tender Type: Cash

Revalue

Cancel

**Transaction Summary**

Tender Type: Cash

Transaction Amount: \$100.00

New Purse Balance: \$100.00

The transaction details were sent to DDS.

OK

- Once “Update Card” screen appears, Click in the “Revalue Amount” field and enter amount of funds cardholder wishes to add.
- Select the appropriate “Tender Type” from drop down menu, in this case “Cash”. Click “Revalue” to load money onto card.
- EagleCash “Transaction Summary” window appears.
- Select “OK” and remove card from





# EAGLE CASH CARD



## # ECC Sale - Point of Sale (1 of 2)

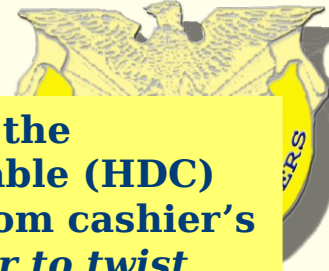


**\*\*\*Does not  
interface with  
DDS!!\*\*\***

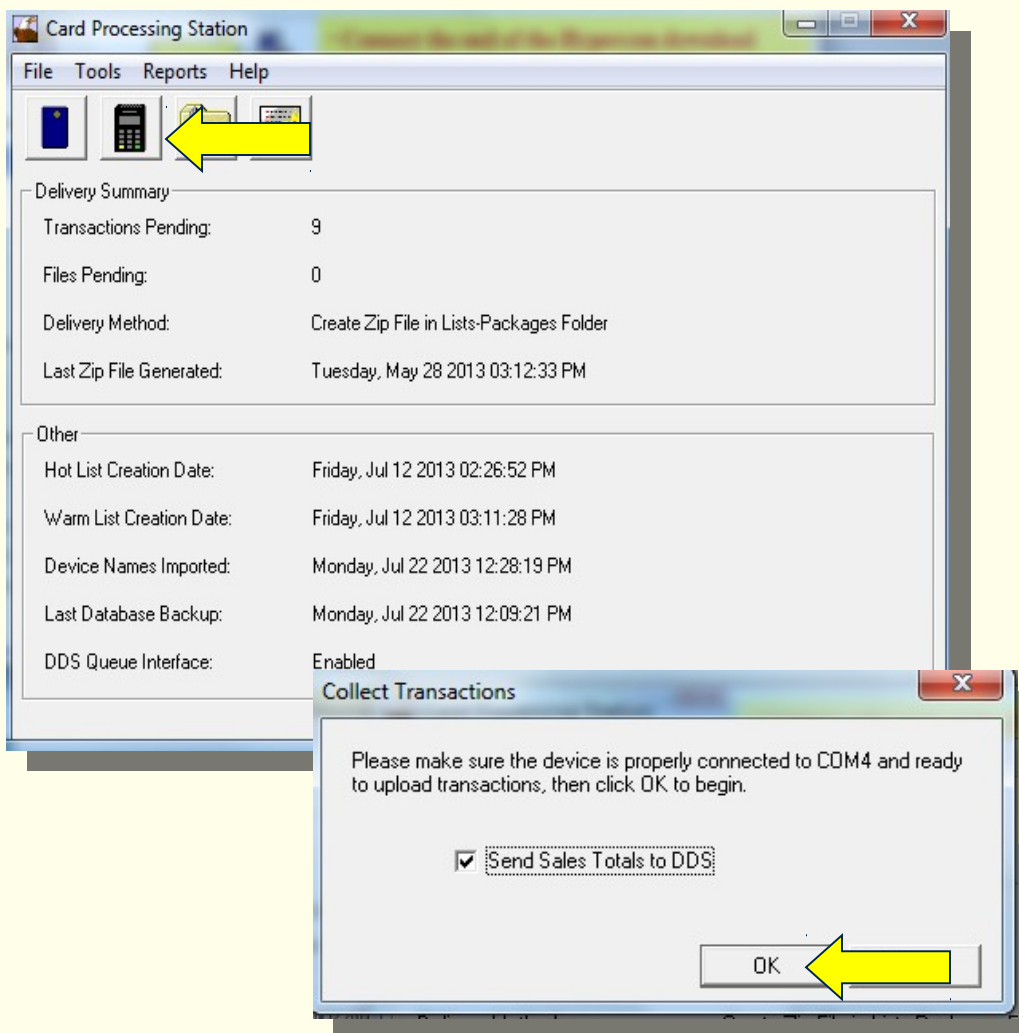
- Request ID card from the cardholder when requesting to use funds from the EC card (Sale). Ensure name on ECC matches ID card.
- Insert the ECC into the point of sale device, face up with the chip inserted first. The available balance is briefly displayed, followed by a "Sale Amount."
- Type in the amount of the sale (dollars and cents, the decimal is automatically included), then press enter. The message "TOTAL CORRECT?" is displayed, choose "YES" or "NO."
  - If amount is incorrect, touch "NO" and type in the correct amount of sale and select enter.
- The following messages are displayed in turn:
  - *PLEASE WAIT PROCESSING NOW*
  - *APPROVED AVAIL BAL (Remaining balance on card)*
  - *PLEASE REMOVE CARD (the terminal will beep)*  
*A receipt is then printed.*
- Remove the card, and the receipt, and return it to



# EAGLE CASH C



## ✚ Process a Merchant's POS Device



- **Disconnect the end of the Hypercom download cable (HDC) and the power cable from cashier's POS device. *Remember to twist while removing the plug.***
- **Connect the end of the HDC to the merchant's POS terminal.**
- **On the Point Of Sale (POS) terminal screen, select "Reports" and then "Detail" for a detailed report. *This is given to merchant at the end of the transaction.***
- **From the desktop, select the EagleCash folder.**
- **Open and log into CPS**
- **Select the "Collect Transactions" icon.**
- **The "Collect Transactions" window will appear.**



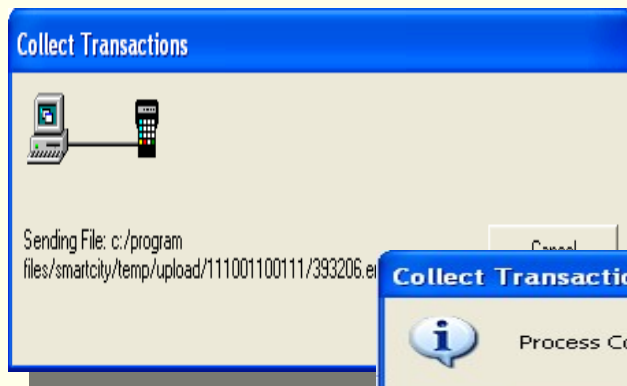
# EAGLE CASH CARD



## # Process a Merchant's POS Device (2 of 2)



- On the EC POS terminal press BATCH, "Enter Password" prompt appears, key the password "0000" on the POS and press enter.
- On the Collect Transactions box, click "OK."
- The POS terminal transactions are transferred to the ECC laptop.
- Once the POS transactions are transferred to CPS, CPS will send the terminal the latest HotList.
- When the process is complete, click "OK."
- A detail report and a settlement report will print from the ECC POS terminal confirming the transfer.
- The ECC POS terminal will display the message "Process Completed."





# KIOSK COLLECTION/MAINTENANCE





# KIOSK COLLECTION/MAINTENANCE



## Manual Kiosk Collection Procedures (1 of 3)

- ✦ Import the updated Hot/Warm list to the kiosk laptop prior to retrieving the transactions from the kiosks. Files must be in the "Lists-Packages" folder.
- ✦ Ensure the front access panel key for the kiosk is available.
- ✦ Unlock the front access panel and ensure red cross over cable from kiosk is connected to the laptop.
- ✦ Log in to kiosk laptop and open Eagle Cash folder. Double click Card Processing icon.  
Be sure that the CPS is running on the laptop before commencing the file transmission
- ✦ Tap three corners and enter Supervisor mode (19733698) on the kiosk, select "File Transfer," and then "Transfer." The files should be transferred within a minute or two and a "Complete" message will be displayed. Ensure the transfer was completed and hot/warm list information was updated to reflect current date.

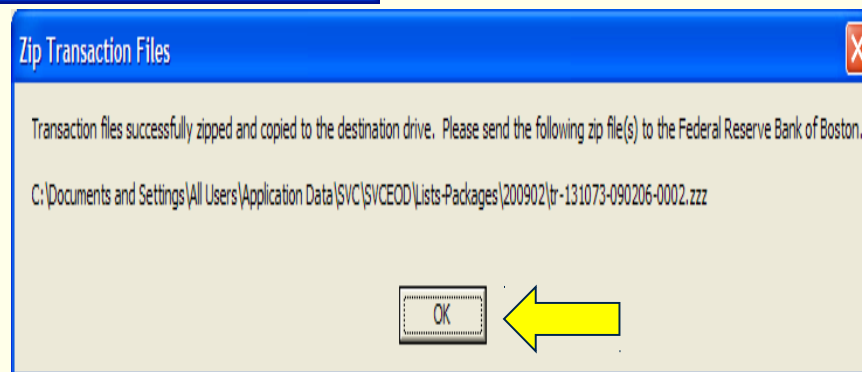
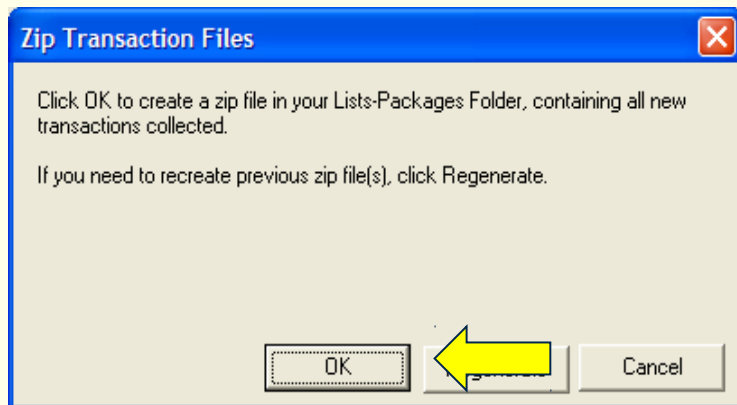
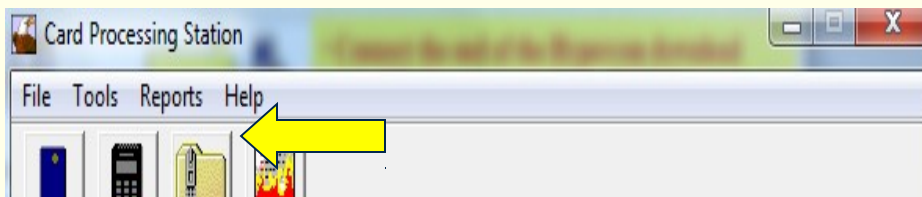




# KIOSK COLLECTION/MAINTENANCE



## Manual Kiosk Collection Procedure



- Once ALL kiosks have been collected, select the zip utility icon from the CPS tool bar.
- Select “OK” on “Zip Transaction Files” window, and the transactions will be saved to the “Lists-Packages” folder.
- When zip process is complete, the zip information will display on the screen.
- Select “OK”.

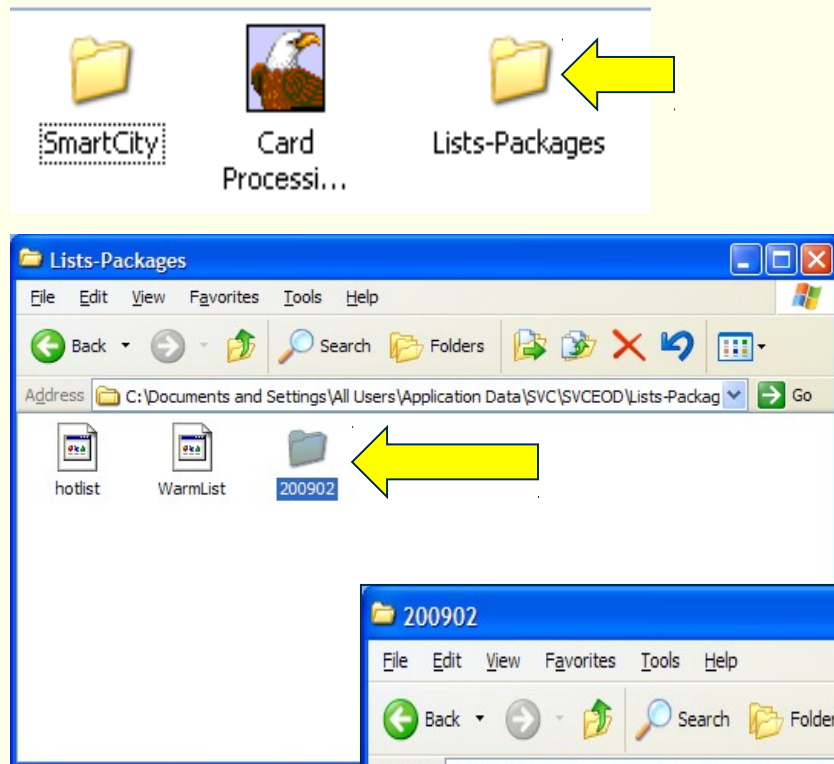




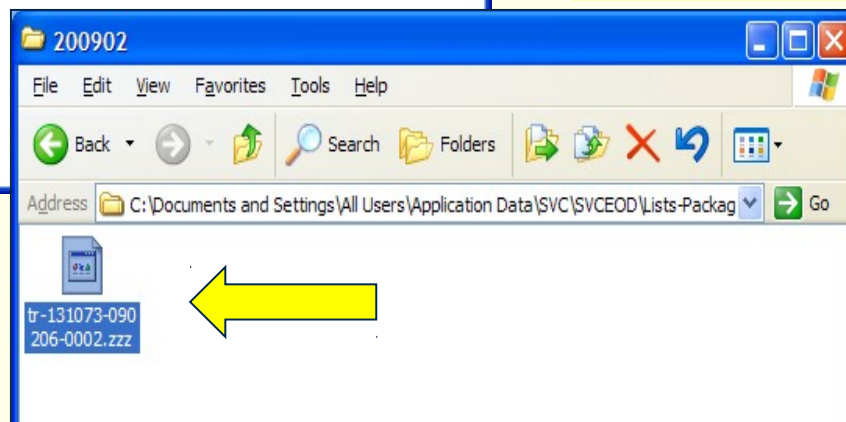
# KIOSK COLLECTION/MAINTENANCE



## # Manual Kiosk Collection Process



- The file is now ready to be placed in the office shared folder
- Open the EC folder, and double click on the “Lists-Packages” icon.
- Double click the appropriate folder.
- Select the file and place it on the EC-AKO website.





# KIOSK COLLECTION/MAINTENANCE



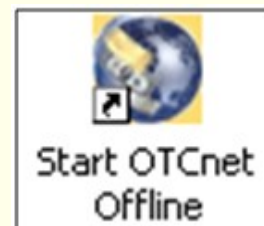
## ■ Kiosk Maintenance



- Wipe and clean the entire screen area.
- Wipe down the exterior.
- Dust out the interior section of the Card Reader and Air Vents  
Power up the kiosk.
- Clean the printer's exterior.
- Dust out the interior of the printer.
- Verify that the printer has adequate amount of paper.
- Do not use Kiosk keypad unless instructed by FRBB.



# MODULE 2 :E-COMMERCE SYSTEMS >OTCNET





# OTCNET



## **# OTCnet Offline Application Overview (1 of 2)**

- # The OTCnet Offline application is a software-based application designed to operate on workstations with limited connectivity and/or bandwidth**
- # The OTCnet Offline application only requires internet connectivity when communicating with the OTCnet server:**
  - Initial application installation and setup
  - Adding users
  - LVD download and update(s) (end of business day process)
  - Batch upload and acknowledge (end of business day process)



# OTCNET



## **# OTCnet Offline Application Overview (2 of 2)**

- # The OTCnet Offline application utilizes the Check Capture Processing (CCP) module only**
- # Offline application users must access the OTCnet website (<https://www.otcnet.fms.treas.gov>) for access to deposit reporting, research the Check Image Report Archive (CIRA), and reporting functionalities**
  - Logon to website by using SSO ID and Online password**





# OTCNET



## **# OTCnet Terms**

- # Imaging - Captures a complete electronic image of the check and allows for the retention of a facsimile without retaining a paper copy of the check.**
- # Verification - Verifies that the account upon which the item is written is not closed, or that the check writer does not have a history of writing bad checks.**
- # Conversion - Converts paper checks to electronic debits for processing through the ACH network.**
- # Representment - Resubmits failed items up to 2 additional times. The representments are timed to occur on specific days of the month (i.e., 1st & 15th).**
- # Reporting - Reporting occurs by batch lists being uploaded within OTCnet. FRB will create a deposit ticket (SF215) and post it to OTCnet, Collections Information Repository (CIR), and Payment Information Repository (PIR).**



# OTCNET



## ■ OTCnet Processing Situations

### ■ Person Present (Point-of-Sale)

- The check scanner is available for use at time of transaction.
- Face to face transaction with the customer.
- Customer is given their VOIDED check back at the completion of the transaction.

### ■ Person Not Present

- The check scanner is not available for use at time of transaction.
- FMST missions (checks are brought back to main site for processing).
- Negotiable Instrument (NI) must be destroyed within 14 business days.

### ■ Back Office Conversion

- The Back Office processing method should be used by



# OTCNET



## ■ Negotiable Instrument types

## ■ Negotiable instruments that can be processed in OTCnet:

- Personal Checks
- Business Checks
- U.S. Treasury Checks
- Cashier's Checks
- Credit Card Checks
- Money Orders

■ As long as the item is drawn on a U.S. bank account, it can be processed through OTCnet.

■ Do not process Savings Bonds!!



# OTCNET



OTCnet Offline Server Startup

Help

 **OTCnet**<sup>SM</sup>  
Deposits Made Simple

**User ID:**

**Offline Password:**

Login Cancel

Department of the Treasury **fmj**  
Financial Management Service

***This pop-up screen may not appear. It only appears once - either after the computer has been restarted or user logs off and logs back on to the computer. If you do not see this screen, continue to the next slide***



# OTCNET



User Login

User ID:

Password:

[Retrieve Admin Profile](#)

3

Login

Clear

**WARNING: Information Protection**  
You are using an Official United States Government System, which may be a controlled system, and all persons are hereby notified that the use of this system constitutes a violation of the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1



**If this is your first time logging onto OTCnet Offline, you will need to contact your CCA to obtain a temporary **offline password**.**





# OTCNET



**Set Permanent Password**

You must change your password before continuing. You will not be permitted to use your account until you have completed this activity.

To reset password, please enter your login credentials and then enter your new password twice.

User ID: abagra01

**4**

**Password:**

.....

**New Password:**

.....

**Re-Enter New Password:**

.....

The new password must satisfy the following requirements:

- Must be at least 8 characters long.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character.
- Must not have more than two repeating characters.
- Must not repeat any of your last ten passwords.
- Must not have been your password in during the last ten days.
- Must not be a word in a language, slang, dialect, or jargon.
- Must not be related to personal identity, history, environment, or other personal associations.
- Must not be shared or displayed in plain view.

**5**

Clear Cancel **Save**



In order to successfully access OTCnet Offline, your new **offline password** must meet the required password criteria listed to the above



# OTCNET



## Retrieve Admin Profile

acco0001, your new password has been set. Use this new password the next time you log into your account

6

Return to Login Page



After the profile is successfully downloaded and password was reset, you will be prompted to log in to the system with your new **offline password**



# OTCNET



## User Login

User ID:

acco0001

Password:

••••••••

[Retrieve Admin Profile](#)

⑦

Login

Clear

### **WARNING: Information Protection**

You are using an Official United States Government System, which may be a controlled system, and all persons are hereby notified that the use of this system constitutes a violation of the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1



# OTCNET



March 19, 2015

Home | Print | Help | Log Out

**OTCnet**  
DEPOSITS MADE SIMPLE  
BUREAU OF THE FISCAL SERVICE

8

**Offline Application**

Connection Status: **Online**

Welcome, Army CCO

Check Processing Administration

Manage Verification ▼ Batch Management Check Scan



To determine if your terminal is connected to the OTCnet server, refer to the Connection Status indicator located on the top-right of the page. If the Connection Status is green, the terminal is connected to the OTCnet server. If the Connection Status indicator is red, the terminal is not connected to the OTCnet server.



# OTCNET



## **#OTCnet User Access note:**


- # A Check Capture Operator (CCO) is the only authorized user who has access to scan/capture a check**
- # Once the images and data are scanned and saved, a CCO may access batch management to perform certain tasks prior to the end of day business process**





# OTCNET





**OTCnet**  
DEPOSITS MADE SIMPLE  
BUREAU OF THE FISCAL SERVICE

March 19, 2015

Home | Print | Help | Log Out

Connection Status: **Online**

Offline Application

Welcome, Army CCO

1


Check Processing

Administration

Manage Verification ▼ Batch Management

Check Scan

2





# OTCNET



## Processing Mode

SINGLE CHECK MODE

## Batch

Total Item Count:0

Key Item Count:

## OTC Endpoint:

0000855  
001

Description:

Arifjan Zone 1

AL0000855

001

## Processing Method:

Customer Present

4

## Item Type:

Personal

5



**Processing Method indicates how the check data is entered.**

Processing Methods	
Customer Present	Customer has presented a check in person
Customer Not Present	Customer has submitted the check (e.g. mail or unmanned drop box)
Back Office	Customer presented a check in person but the check is being scanned in a controlled back-office environment



**The Item Type indicates whether the check presented is a personal or non-personal check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).**

Item Types	
Personal	Name on the check is an individual's name, not acting as an organization
Non-Personal	Name on the check is an organization, or the check is a money order, traveler's check, or third-party check



# OTCNET



### Check Scan

Check Scan - Perform Check Scan

Agency Form Data

User: acclo001

Processing Method: Customer Present

Item Type: Personal

Amount:

Social Security Number:

0000855001

IR N: 180227770229900000055

Bank Number: 043000261 0000855001

Check Number: 2204

Account Number: 12130363

Date & Time: 03 - 19 - 2015 17:36:53

Scanned Check Image

Start Scan

Cancel

Receipt

Clear Form

Save

Scanner Config

Processing Mode

SINGLE CHECK MODE

Batch

Total Item Count: 0

Key Item Count: 1/1

OTC Endpoint:

Short name: 0000874801

Description: Arifjan Zone 1

ALC + 2:

0000874801

Processing Method:

Customer Present

Item Type:

Personal

Scan Controls:

Start Scan

Cancel

Receipt

Clear Form

Save

Scanner Config

Agency Accounting Code



# OTCNET



**■ The Main Verification Database (MVD) or Local Verification Database (LVD) is the bad check list. These are the central component of the verification process.**

**■ The MVD is used in the online application while the LVD is used offline.**

**■ LVD: A database which is downloaded from the OTCnet server and stored locally on the CCO's workstation. The LVD maintains information on bad check writers, and manually entered blocked items from all Army finance offices (globally). The LVD is updated daily when a batch is transmitted.**

**■ After a CCO scans a check and clicks "save", the scanned checked is automatically cross-referenced against items on the MVD/LVD.**

**■ No user actions are needed for checks to be cross-**



# OTCNET



## **# Blocked Check Messages**

**# A blocked message displays if the NI data matches all data on the blocked record:**

- **Routing Transit/Account Number Data:** If the blocked record is input with only the routing transit number and account number, then that record is only flagged if the data matches
- **By SSN:** If the blocked record was input with only configurable field 1 data (SSN), then only the SSN must match for the record to display as a blocked item
- **Combination Data:** If the blocked record input was for both pieces of information, then it must match all combinations: routing transit and account number with SSN, to display as a blocked item





# OTCNET



## **# Suspended or Denied Check Messages**

**# The “Suspended” or “Denied” message displays if the item scanned matches the LVD information. This is either the match of the routing number and account number, a match against the SSN, or a combination of both.**

**# Army’s policy for individuals on the LVD: 30 day suspension for first offense; 60 day suspension for second offense; 90 suspension for third offense**

**■ If a check does not initially clear the bank due to insufficient funds, the check will be represented two more times, on the 1st and 15th of the month (or the 15th and 1st - whichever sooner). Each failed representment counts as an offense**



# OTCNET



## # Example Denied message from LVD

Check Verification

D-DENIED

Current Item

SSN	*****6789
Bank Number	101108319
Account Number	88889083

Problem Item

IRN	200923770207400000457
Until Date	09/09/2099 00:00:00 AM
MVD Date	07/31/2012 00:00:00 AM
Amount	333.33
Reason	Uncollected Funds Hold
Comments	
OTC Endpoint	1111874801
Description	Arifjan Zone 1
ALC + 2	1111874801

Print

Override

Cancel



# OTCNET



## **# Voiding a Check**

### **# A CCS is the only person that can void a check:**

- **Once the cashier has identified a mistake, they will notify the CCS to edit their batch**
- **The CCS will need to login to OTCnet to review the cashier's batch and void the identified check**
- **Checks should only be voided in OTCnet if they have not yet been used for a DDS transaction or if the DDS transaction has been backed out first**




# OTCNET



## # Void a Check - OTCnet (1 of 4)

February 14, 2012    Home | My Profile | Training | Print | Help | Log Out

 **OTCnet**<sup>SM</sup>  
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Aatesa

**1** Check Processing Administration

Batch Management Transmission History

**2** Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 10 > >> of 56 Records

Select	OTC Endpoint	ALC + 2	Description
<a href="#">Check All / Clear All</a>			
<input checked="" type="checkbox"/>	9999101001	9999101001	13 FMC TX

Batch ID:

Cashier ID:

Batch Status:

Select	Status	Description
<a href="#">Check All / Clear All</a>		
<input checked="" type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Cancel Search **4**



# OTCNET



## # Void a Check - OTCnet (2 of 4)

### Summary of Batches

#### View Batches

<<First<P rev1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records |

15

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On*	Total Item C	Total Amount	Status	Active Flag
<input type="checkbox"/>	10F3F7CE-EF88-48E5-B9D9-A348B56936F1	aaateo01	9999101001	9999101001	2/13/2012 12:55:33 PM	4	1000.00	OPEN	✓

Previous

Cancel

Activate/Deactivate

Close Batch

Approve

### Batch and Check Details

#### View Checks

#### Batch Summary

OTC Endpoint	9999101001
Description	13 FMCTX
ALC +2	9999101001
Batch ID	10F3F7CE-EF88-48E5-B9D9-A348B56936F1
Creator	aaateo01
Created On	2/13/2012 12:55:33 PM
Total Item Count	4
Total Amount	1000.00
Approved Item Count	4
Approved Amount	1000.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	✓

#### Batch Navigation



#### Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-4
Amount Variance	-1000.00

Balance

#### Batch Commands

Void All

Print Batch List

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 4 out of 4 records |

10

Item ID*	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
1664	9999101001	9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Appro
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Appro
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Appro
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aaateo01	2/13/2012 12:58:27 PM	88888921	256074974	0728	100.00	Appro





# OTCNET



## # Void a Check - OTCnet (3 of 4)

8

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
1664	9999101001	9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Appro
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Appro
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Appro
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aaateo01	2/13/2012 12:58:27 PM	88888921	256074974	0728	100.00	Appro

Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

DATE: \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

SAMPLE - NOT NEGOTIABLE

Check Information

Name	Value
Amount	400.00
IRN	150917770221100000723
SSN	212112211

9

Show Item Void Receipt Print Item

Do you want to void check  
150917770221100000723 with amount \$400.00?

Cancel 10 Confirm

11

You must enter comments concerning the void request:  
Wrong \$ amount.

OK Cancel



# OTCNET



## # Void a Check - OTCnet (4 of 4)

Check is voided successfully.

13

OK

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No	Bank No	Check No	Amount	Status
1664	9999101001	9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Void
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Appr
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Appr
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aaateo01	2/13/2012 12:58:27 PM	88888921	256074974	0728	100.00	Appr

14

12

DDS Transmission in progress...

DDS Transmission completed!

15



# OTCNET



- # Closing out a batch**
- # A CCO and Check Capture Supervisor (CCS) are the only authorized users who can approve a batch**
  - A CCO normally closes the batch, while the CCS approves the batch**
- # Before a CCO can close a batch, they must first search for their batch**
- # Once a CCO has successfully closed their batch, they will be prompted to enter their SSO ID and online password for automatic system updates - to include updates to the LVD**



# OTCNET



**There are seven batch status types in OTCnet Offline:**

Batch Status Types	
<b>Open</b>	Indicates the batch is open and you can continue scanning checks
<b>Closed</b>	Indicates the batch is closed and no new checks are accepted
<b>Approved</b>	Indicates the batch is ready for upload and settlement
<b>Sent</b>	Indicates the batch was uploaded to the OTCnet server without error
<b>Acknowledged</b>	Indicates the batch was transmitted and fully processed by the OTCnet server without error
<b>Send Error</b>	Indicates the batch upload experienced system errors and the batch was not successfully uploaded, or a user selected to cancel the batch upload and the system halted the upload
<b>Acknowledged Error</b>	Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which results in a batch being updated to "Acknowledgment Error"



# OTCNET



## #Close a Batch - OTCnet (1 of 9)

**Search Batch**

**Batch Search Conditions** 2

<< < 1 - 1 > >> of 1 Records

Select	OTC Endpoint	ALC + 2	Description
<input type="checkbox"/>	0000874801	0000874801	Arifjan Zone 1

**Created On Date**

From Date:

To Date:

Batch ID:

Cashier ID:

Batch Status:

3b

Select	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	SENT	Successfully uploaded to host
<input type="checkbox"/>	ACKNOWLEDGED	Acknowledge that upload was complete
<input type="checkbox"/>	SEND ERROR	Error during upload
<input type="checkbox"/>	ACKNOWLEDGED ERROR	Error from host with the upload

4





# OTCNET



## #Close a Batch - OTCnet (2 of 9)

### Summary of Batches

View Batches

<<First<Prev 1 Next>Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▼

Select	Batch ID	Creator	ALC+2	Created On	Total Item	Total Amount	Status	Active Flag
<input type="checkbox"/>	7153A5BB-3D	acco001	0000874801	3/20/2015 10:26:12 AM	3	93.33	OPEN	✓

Previous

Cancel

Close Batch



# OTCNET



## #Close a Batch - OTCnet (3 of 9)

6

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 3 out of 3 records | 10 ▾

Item ID ▾	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Account No.	Bank No.	Check No.	Amount
3	0000874801	Customer Present	Non-Personal	18022777	acclo001	88889806	311175093	00201	10.00
2	0000874801	Customer Present	Personal	18022777	acclo001	12121628	042000424	2216	50.00
1	0000874801	Customer Present	Personal	18022777	acclo001	12122673	041000124	2222	33.33

<

Check Image

Check Information

Name	Value
Amount	10.00
IRN	180227770229900000058
SSN	123456789

<

Show Item Receipt Print Item

7

Previous Cancel



# OTCNET



## #Close a Batch - OTCnet (4 of 9)

### Summary of Batches

View Batches

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 1 out of 1 records |

15 ▾

Select	Batch ID	Creator	ALC+2	Created On ▾	Total Item	Total Amount	Status	Active Flag
8 <input checked="" type="checkbox"/>	7153A5BB-3D	acco001	0000874801	3/20/2015 10:26:12 AM	3	93.33	OPEN	✓

Previous

Cancel

9 

Close Batch



# OTCNET



## #Close a Batch - OTCnet (5 of 9)

Close Batch

Batches to be Closed

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
7153A58B-3D7B-41CD-9C71-FB602D8694AD	0000874801	0000874801	3	93.33

Cancel

« Previous

Confirm

10



# OTCNET



## #Close a Batch - OTCnet (6 of 9)

Batch Control Setup

Batch Detail	
Description	Arifjan Zone 1
ALC + 2	0000874801
Batch ID	7153A58B-3D7B-41CD-9C71-F
Creator	accl001
Created On	03/20/2015 10:26:12 AM ET
Total Item Count	3
Total Amount	93.33
Approved Item Count	3
Approved Amount	93.33
Voided Item Count	0
Voided Amount	0.00
Batch Control Count:	<input type="text" value="3"/>
Batch Control Amount:	<input type="text" value="93.33"/>

11

Cancel Skip **Next »**





# OTCNET



## #Close a Batch - OTCnet (7 of 9)

**Close Batch**

**Batch List to be Closed**

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count	Voided Amount
0000874801	Artisan Zone 1	0000874801	7153A58B-3D7B-41CD	acdo001	03/20/2015 10:26:12 AM ET	3	93.33	3	93.33	0	0.00

Batch close will not be processed until the button 'Confirm Report Print' is clicked.


Cancel

Confirm Report Print

**Export as**  

Word

Print PDF Report



**Batch List**  
Batch : 7153A58B-3D7B-41CD-9C71-FB602D6694AD  
Date : 3/20/2015 11:48:09AM  
Printed By : Army CCLO

OTC Endpoint: 0000874801 - Artisan Zone 1  
ALC + 2: 0000874801  
Processing Method: Customer Present  
KEY : (S)atus: (A)pproved, (V)oid; (T)ype: (P)ersonal, (N)onPersonal

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields	Agency Accounting Code	Description
A	N	180227770229900000058	3/20/2015 10:34:07AM	311175093	88889806	00201	\$10.00	DepositForStation : 123456789		



# OTCNET



## #Close a Batch - OTCnet (8 of 9)

This action requires online authentication. Please provide your online password below.

Online User ID:

Online Password:

●●●●●●●●

14 Login Cancel

Download LVD

Task started  
Updating OTC Endpoint 0000874801  
Downloading from Server...  
Check Verification Records are up-to-date.  
Download completed for OTC Endpoint 0000874801  
Task completed successfully

100% Complete

Close 15



# OTCNET



## #Close a Batch - OTCnet (9 of 9)

**Close Batch**

**Batches that have been Closed**

Batch ID	OTC Endpoint	Item Count	Total Amount	Status
7153A5BB-3D7B-41CD-9C71-FB602D8694AD	0000874801	3	93.33	CLOSED

Return to Batch Summary

Return Home

16





# MODULE 3: DEPLOYABLE DISBURSING SYSTEM (DDS)





# DEPLOYABLE DISBURSING SYSTEM (DDS)



## ■ DDS Overview

- Automated disbursing system based on the DoDFMR, Volume 5.
- Developed for use in tactical and OCONUS operations; now used stateside as well.
- Can be operated as a stand alone computer, or over a network. Remote sites can be operated and integrated with the main site by the use of discs, Windows File Transfer Protocol (WSFTP), e-mail, or using the AKO Knowledge Center.
- Has Multiple Interfaces (OTCnet, ECC, CAPS/GFEBS, ITS, DJMS/DMO).
- Myth: Unforgiving and hard system to work with.
- Reality: DDS is just a “Tool” and not a replacement for Disbursing knowledge





# DEPLOYABLE DISBURSING SYSTEM (DDS)



## # Login/Access DDS - (1 of 2)

DDS Login

Smartcard Authentication | Password Authentication

User Id:

Password:

Version: 6.8.3

☐ Change Password

A yellow arrow points to the OK button.

Forms

Associate CAC credentials to this DDS user?

A yellow arrow points to the Cancel button.

Forms

Warning: If Password is not changed now, this account will be SUSPENDED. Please enter a new password.

A yellow arrow points to the OK button.

Change Password

New Password:

Confirm Password:

Password must be 15 - 21 characters long and contain at least

- One uppercase character
- One lowercase character
- One special character !@#%&^\*[]+?><
- One number
- Four characters that are not contained in the most recent password

A yellow arrow points to the Cancel button.

Forms

Information: Password changed.

A yellow arrow points to the OK button.

- **Default Password for new users:**  
**NEW\$1USERnew\$1user**




# DEPLOYABLE DISBURSING SYSTEM (DDS)



## # Login/Access DDS - (2 of 2)

- If "ok" was selected when asked to associate CAC
- Select appropriate CAC reader (ensure CAC is inserted).

Read Common Access Card



Enter PIN

Reader: SCM Microsystems Inc. SCR31 L

PIN:

System Administrator Authorization Screen

Password authentication requires system administrator authorization.

User Id:

Password:

User Logging On:

Change Password

New Password:

Confirm Password:

Password must be 15 - 21 characters long and contain at least

- One uppercase character
- One lowercase character
- One special character !@#\$%^&\*()+=?><
- One number
- Four characters that are not contained in the most recent password

Forms

Information: Password changed.

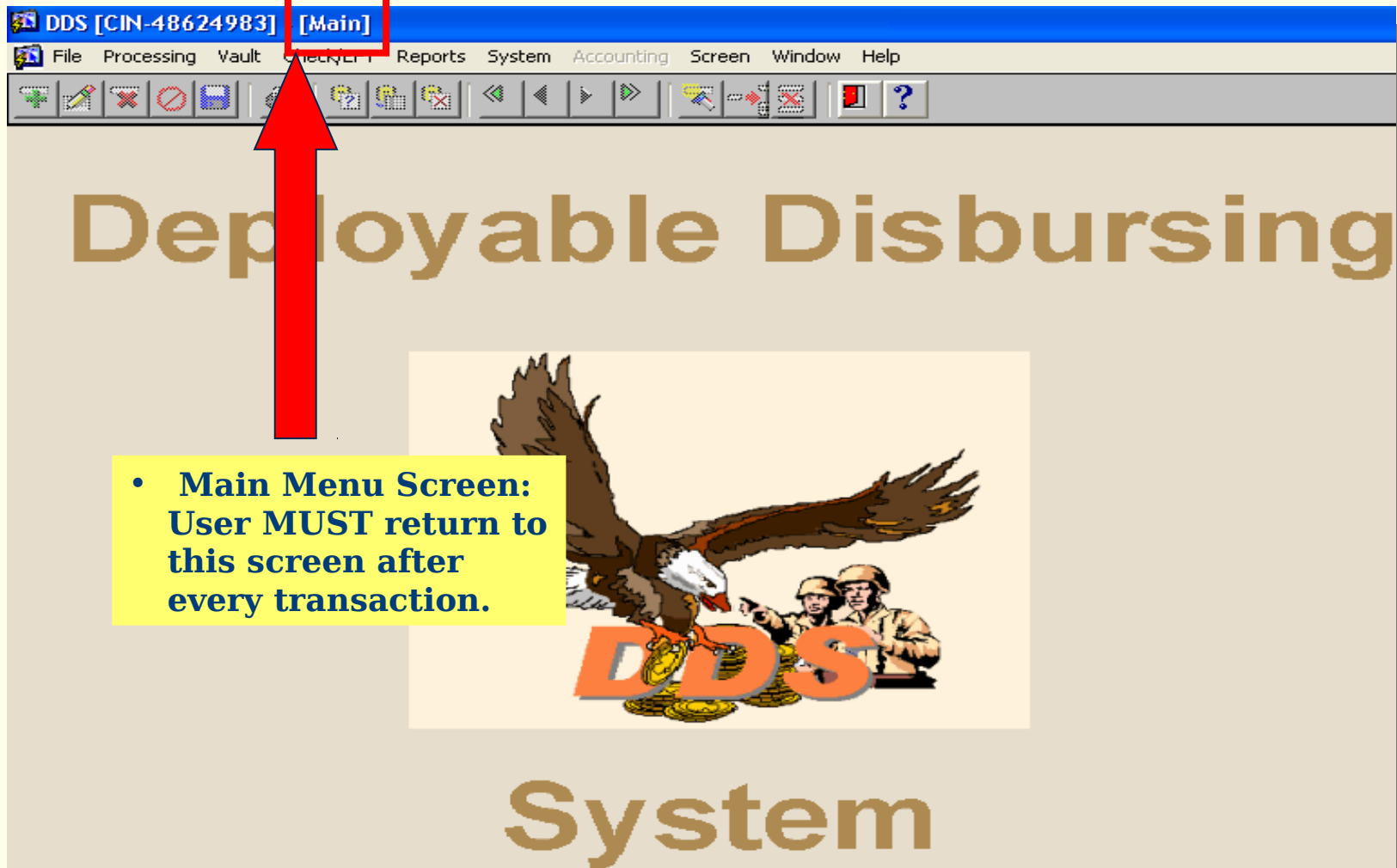
- By default, DDS is setup to require CAC login.
- A user with system admin capabilities will be needed each time a user logs in without using their CAC card.



# DEPLOYABLE DISBURSING SYSTEM (DDS)



## # DDS Main “Eagle” Screen

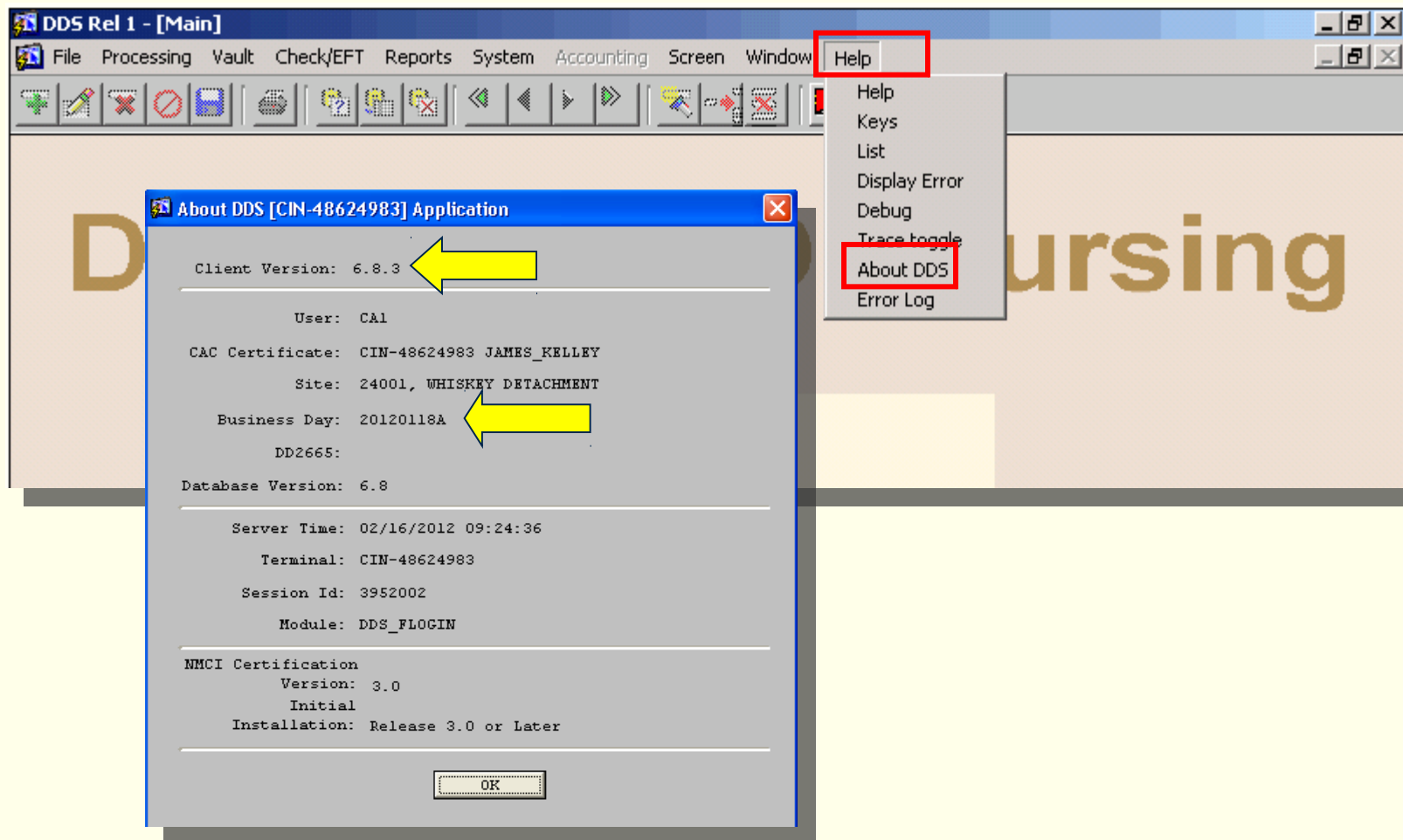




# DEPLOYABLE DISBURSING SYSTEM (DDS)



## DDS Help Menu

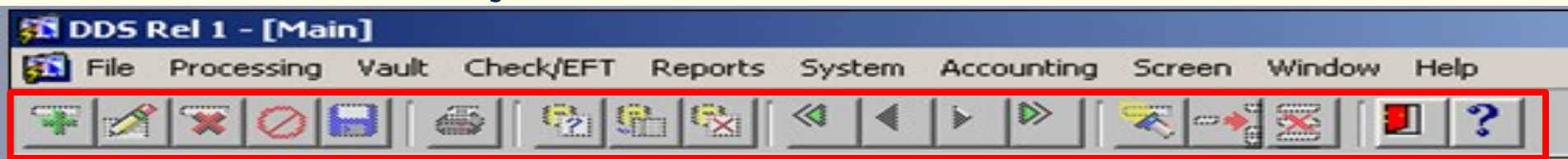




# DEPLOYABLE DISBURSING SYSTEM (DDS)



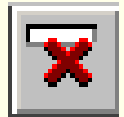
## DDS Function Keys



Add New Record



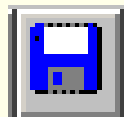
Edit Record



Close Previewer/  
Delete Record



Cancel Fields



Save



Print



Data Query



Execute Query



Exit/Cancel  
Query



Move To First  
Page



Page forward



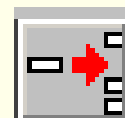
Page back



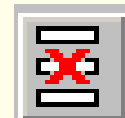
Move To Last  
Page



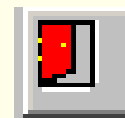
Search



Create Detail  
Record



Delete Detail  
Record



Exit/ "Red  
Door Out"



Help





# DEPLOYABLE DISBURSING SYSTEM (DDS)



## Accept an Advance - (1 of 2)

DDS [CIN-48624983] - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account

Remote File Transfer

- In order to process transactions, the cashier must first accept funds from the DA.

Issuing User Id: DA1 Receiving User Id/Site: HOC10001

Issuing User Site: 10001 Name of Receiver: HANDS.ON CASHIER

Name of Issuer: PABLO SANCHEZ

☐ Return ☐ Partial ☐ Advance ☐ Full

Generate Vouchers **5** Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
1 Balance Forward:		.00		40,000.00
2 U.S. Dollars:	<b>4</b> 20,000.00			
3 Foreign Curr(U.S. Equivalent):	20,000.00			
4 Military Payment Certificates:	.00			
5 Collections:				
6 Deposits:				
7a NI: Treasury Checks:	.00			
7b Military Payment Orders:	.00			

Business Day: 10/19/2009 A Sequence Number: 1

Forms

Information: Incoming DD1081 must be processed

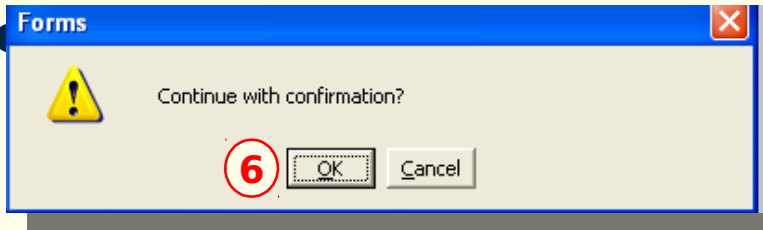
**3** OK



# DEPLOYABLE DISBURSING SYSTEM (DDS)



## # Accept an Advance - (1)



7 8

10/15/2015 08:24:57

SEQUENCE #	1	STATEMENT OF AGENT OFFICER'S ACCOUNT		
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER ANTHONY COLE CAMP LIBERTY IRAQ APO AE 09165 DSSN 8550		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number) HANDS.ON CASHIER 101010101 CAMP ALPHA		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANC (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD				
2. U.S. DOLLARS	20,000.00			
3. FOREIGN CURRENCY	20,000.00			
4. MILITARY PAYMENT CERTIFICATE				

DDS [WINXP] - [DD1081]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

9



# DEPLOYABLE DISBURSING SYSTEM (DDS)



## DDS Transactions

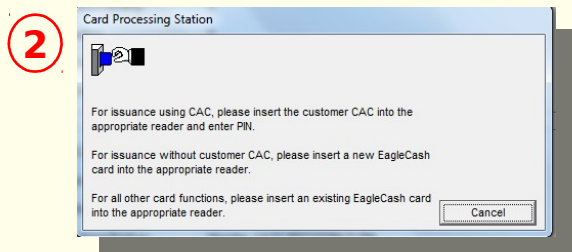
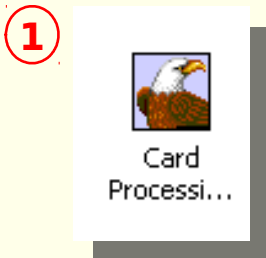
The screenshot displays the DDS software interface. The menu bar includes File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. The 'Processing' menu is open, showing the following options: Exchange Transactions (U.S./Foreign Currency), Disbursements, Collections, Deposit, Debit Voucher, Loss of Funds, Deferred Voucher, Transfer In or Out, Redeem Uncollectable Checks, Appropriation Transfers, Query, Backout, Customer Check Privileges, Journal Voucher Log, and EOM SF 215 / SF 5515. The background features a large graphic with the text 'Deployable Disbursing System' and an illustration of an eagle with soldiers and the letters 'DDS'.



# SYSTEM TRANSACTIONS



## Exchange Transactions - SVC Load (1 of 2)



Update Card

General Information

SSN: 123-45-6789

Full Name: Penn, Gennaro

Current Balance: \$0.00

Card Usage: Service Member

Current Expiration Date: 12/31/2014 [Change Expiry...](#)

Daily Download Limit: \$350.00 [Change DDL...](#)

Cashless Kiosk

Card IS enrolled in Cashless Kiosk program. [Update Info...](#)

PIN

Use Reset PIN to unlock softlocked cards or to set a new PIN. [Reset PIN...](#)

Revalue

Revalue Amount:

Tender Type:

[Revalue](#) [Cancel](#)

Transaction Summary

**5**

**6**

Tender Type: Cash

Transaction Amount: \$100.00

New Purse Balance: \$100.00

The transaction details were sent to DDS.

[OK](#)



# DEPLOYABLE DISBURSING SYSTEM (DDS)



## Exchange Transactions - SVC Load (2 of 2)

DDS Rel 1 - [Main]

Processing Vault Check/EFT Reports System

Exchange Transactions (U.S./Foreign Currency)

Find by Sponsor SSN: 123456789 Query

Last Name: PENN

First Name: GENNARO

MI:

☐ Receipt Requested

☐ Merchant POS Sales Transaction

Validate

Incoming: 100.00

Outgoing: 100.00

Rounding: 0.00

Remaining: 0.00

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Available NIs

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	SV	123456	10/19/2009	1	100.00

Available Loads

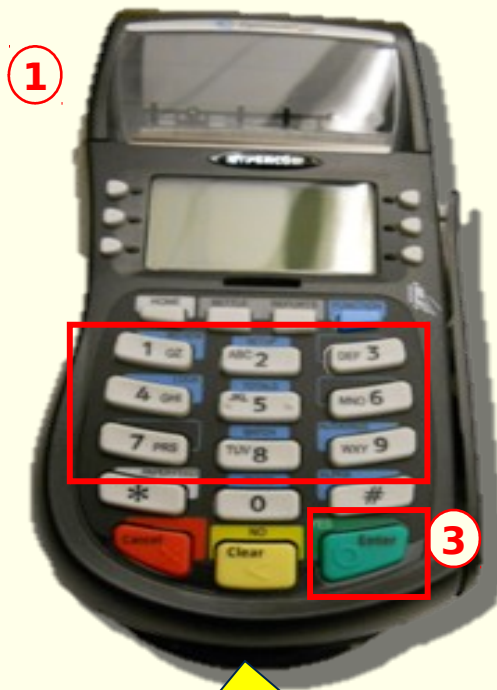




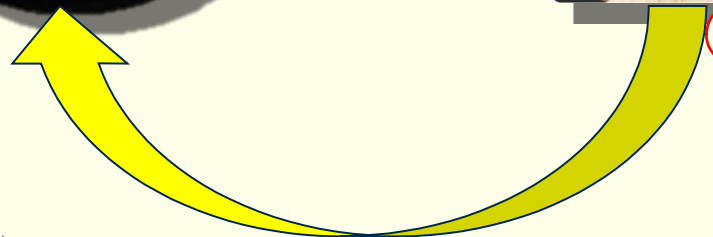
# SYSTEM TRANSACTIONS



## Exchange Transactions - SVC Sale (1 of 3)



- Always compare the name on the customer's ID card with the name on the ECC when performing SVC transactions. Ensure name matches ID card.

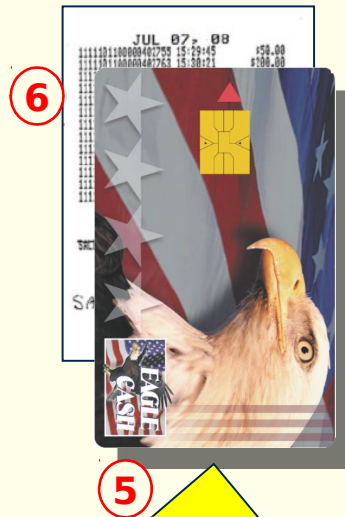




# SYSTEM TRANSACTIONS



## # Exchange Transactions - SVC Sale (2)



- These messages will display while the transaction is processing:
  - PLEASE WAIT PROCESSING NOW
  - APPROVED AVAIL BAL (Remaining balance on card displayed)
  - PLEASE REMOVE CARD (the terminal will beep).
- Processing is complete when the terminal beeps and prints the receipt

**\*\*\*This process does not interface with DDS\*\*\***



# SYSTEM TRANSACTIONS



## Exchange Transactions - SVC Sale (3 of 3)

DDS Rel 1 - [Main]

Processing Vault Check/EFT Reports System

Exchange Transactions (U.S./Foreign Currency)

8

9

Id by Sponsor SSN: 123456789 Query

Last Name: PENN

First Name: GENNARO

MI:

Merchant POS Sales Transaction

12

Validate

Incoming: 100.00

Outgoing: 100.00

Rounding: 0.00

Remaining: 0.00

10

*Curr Cd	*Amount	Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	SV	123456	10/19/201	1	100.00

Available NIs

11

*Curr Cd	*Amount	Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Available Loads



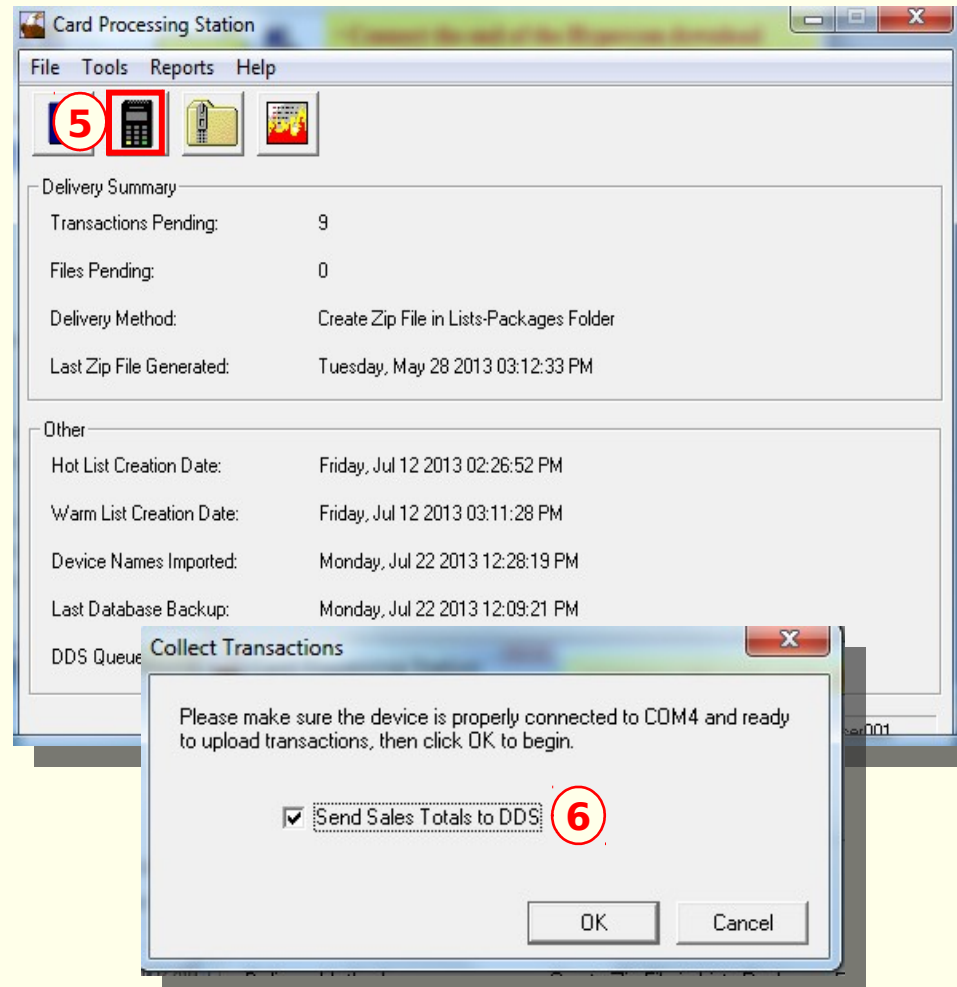
# SYSTEM TRANSACTIONS



## # Exchange Transactions - Merchant POS Device (1 of 3)



- **Disconnect the end of the Hypercom download cable (HDC) and the power cable from cashier's POS device.**
- **Connect the end of the HDC to the merchant's POS terminal.**
- **Print a "Detail" report from the merchant POS device**



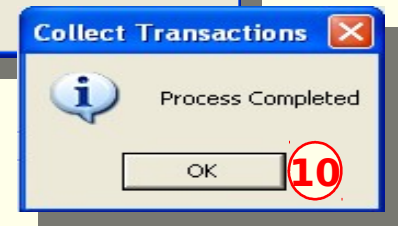
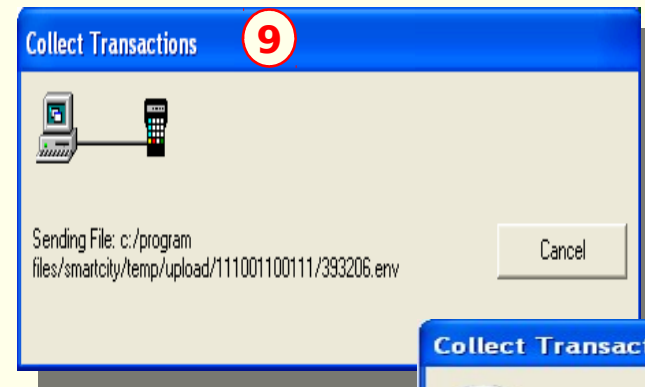
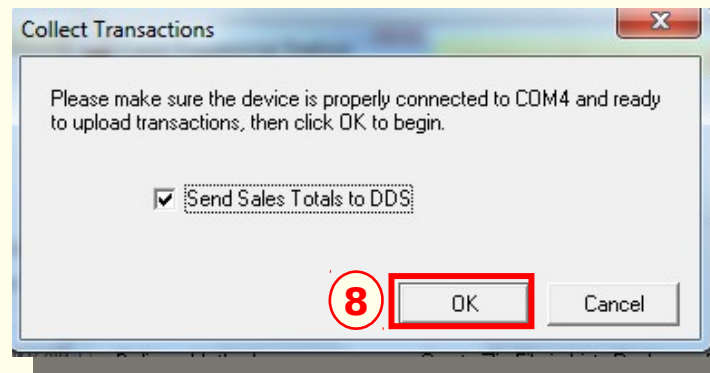




# SYSTEM TRANSACTIONS



## Exchange Transactions -Merchant POS Device (2 of 3)








# SYSTEM TRANSACTIONS



## Exchange Transactions - Merchant POS Device (3 of 3)

Find by Sponsor SSN: 000000011  

Last Name: MERCHANT

First Name: AAFES ☐ Receipt Requested

MI:  ☒ Merchant POS Sales Transaction

Incoming:

Incoming:	1,000.00
Outgoing:	1,000.00
Rounding:	0.00
Remaining:	0.00

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	1,000.00	SV	123456	01/01/2010	1	1,000.00

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
FC	100,000.00				100	1,000.00

- After returning the Merchant's POS device with their detail report and cash, don't forget to reconnect the cashier's POS device to the HDC and power cable.



# SYSTEM TRANSACTIONS



## # Exchange Transactions - NI using OTCnet (1 of 6)

Home | My Profile | Training | Print | Help | Log Out

**OTCnet**<sup>SM</sup>  
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Aateoa

Check Processing Administration

Batch Management Transmission History Check Scan **1**

**Online / Offline  
application  
screen will  
appear the same**

Offline Application

Home | My Profile | Training | Print | Help | Log Out

**OTCnet**<sup>SM</sup>  
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Aateoa

Check Processing Administration

Batch Management Transmission History Check Scan

One moment please while we  
load your page...



# SYSTEM TRANSACTIONS



## # Exchange Transactions - NI using OTCnet (2 of 6)

**Processing Mode**  
SINGLE CHECK MODE

**Batch**  
**Total Item Count:0** (2)  
Key Item Count:

**OTC Endpoint:**  
~~0000855~~  
001  
Description:  
Arifjan Zone 1

**AL0000855**  
(3) 001

**Processing Method:**  
Customer Present (4)

**Item Type:**  
Personal (5)

Processing Methods	
Customer Present	Customer has presented a check in person
Customer Not Present	Customer has submitted the check (e.g. mail or unmanned drop box)
Back Office	Customer presented a check in person but the check is being scanned in a controlled back-office environment

Item Types	
Personal	Name on the check is an individual's name, not acting as an organization
Non-Personal	Name on the check is an organization, or the check is a money order, traveler's check, or third-party check



# SYSTEM TRANSACTIONS



## Exchange Transactions - NI using OTCnet (3 of 6)

**Check Scan**

Check Scan - Perform Check Scan

Agency Form Data

User: acclo001  
Processing Method: Customer Present  
Item Type: Personal

Amount: 100.00  
Social Security Number: 123456798

IR N: 180227770229900000055  
Bank Number: 043000261  
Check Number: 2204  
Account Number: 12130363  
Date & Time: 03 - 19 - 2015 17:36:53

TEST IMAGE-TEST IMAGE-TEST IMAGE

10 MAR 2015

PAY TO THE ORDER OF \$ 100.00  
One hundred dollars and 00/100 cents

SAMPLE - NOT NEGOTIABLE

256074774 88888921 0728

Agency Accounting Code

Agency Accounting Code:  
Description:

Processing Mode  
SINGLE CHECK MODE

Batch  
Total Item Count: 0  
Key Item Count: 1/1

OTC Endpoint:  
Short name: 0000855001  
Description: Arifjan Zone 1

ALC + 2:  
0000855001

Processing Method:  
Customer Present

Item Type:  
Personal

Scan Controls:  
Start Scan  
Cancel  
Receipt  
Clear Form  
Save  
Scanner Config

Cancel

The light on the scanner will change from red to green after you click the "Start Scan" button, and the screen will display this window.



# SYSTEM TRANSACTIONS



## Exchange Transactions - NI using OTCnet (4 of 6)

Scanned Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

19 MAR 2015  
DATE

PAY TO THE ORDER OF: FAO - DSSN 8550 \$ 100.00

One hundred dollars and 00/100 cents

SAMPLE - NOT NEGOTIABLE

⑆256074974⑆ 888889210 0728

Item Type:  
Personal

Scan Controls:  
Start Scan  
Cancel  
Receipt  
Clear Form  
**Save**  
Scanner Config

**When scanning the check:**

- Place the check on the scanner with the numbers to the inside (same as picture on scanner).
- If a single beep occurs, the check scanned properly.
- If a triple beep occurs, the check did not scan properly.

DDS Transmission in progress...

DDS Transmission completed!

- After the transaction has been saved in OTCnet, a small window will appear stating that the system is transmitting the check to DDS.





# SYSTEM TRANSACTIONS



## Exchange Transactions - NI using OTCnet (5 of 6)

Check Verification	
<b>SUSPENDED</b>	
Current Item	
SSN	
Bank Number	0209
Account Number	302
Problem Item	
IRN	
Until Date	12/01/2010 00:00:00 AM
MVD Date	04/16/2010 04:59:36 PM
Amount	0
Reason	
Comments	Liang test
OTC Endpoint	DevL3
Description	Development Level 3
ALC + 2	9999210801
<div><input type="button" value="Print"/> <input type="button" value="Override"/> <input type="button" value="Cancel"/></div>	

- The cashier may receive a “Suspended” or “NSF” window warning that the check writer has prior check cashing offenses.
- In order to cash the check, the cashier will request approval through the DA.
- If approved the DA/DDO will update the MVD and the cashier can log back into OTCnet to re-scan the check.
- The scanner (EC7000i) should be set-up to stamp the check “Void Electronically Processed.”
- The cashier will return the check to the customer (based on current policy letter).



# SYSTEM TRANSACTIONS



## Exchange Transactions - NI using OTCnet (6 of 6)

DD5 Rel 1 - [Main]

Processing Vault Check/EFT Reports System Ac

Exchange Transactions (U.S./Foreign Currency)

Find by Sponsor SSN: 123456789 Query

Last Name: PENN

First Name: GENNARO

MI:

☐ Receipt Requested

☐ Merchant POS Sales Transaction

Validate

Incoming:

Outgoing:

Rounding:

Remaining:

100.00

100.00

0.00

0.00

Incoming

*Curr Cd	*Amount	Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	PC	5432	10/19/2009	1	100.00

Available NIs

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
FC	5,000.00				100	100.00

Available Loads



# SYSTEM TRANSACTIONS



## # Disbursement Transactions

The screenshot displays the DDS System interface. The menu bar includes File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. The Processing menu is open, showing a list of transaction types. The Disbursements option is highlighted, and its sub-menu is displayed. The sub-menu items are: Manual, Military Payments, SF 1034 - Pub Voucher for Purch Svcs Oth Pers, SF 1049 - Public Voucher for Refunds, SF 44 - Purchase Order / Invoice / Voucher, Interface Cash Disbursements, RAPTRS ATM/Navy Marine Cash Payments, Query, Backout, Customer Check Privileges, Journal Voucher Log, and EOM SF 215 / SF 5515. The background of the interface features a large eagle logo with the letters 'DDS' and the word 'System' below it.

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements

Collections

Deposit

Debit Voucher

Loss of Funds

Deferred Voucher

Transfer In or Out

Redeem Uncollectable Checks

Appropriation Transfers

Query

Backout

Customer Check Privileges

Journal Voucher Log

EOM SF 215 / SF 5515

Manual

Military Payments

SF 1034 - Pub Voucher for Purch Svcs Oth Pers

SF 1049 - Public Voucher for Refunds

SF 44 - Purchase Order / Invoice / Voucher

Interface Cash Disbursements

RAPTRS ATM/Navy Marine Cash Payments

DDS

System



# SYSTEM TRANSACTIONS



## # Manual Disbursements (1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements Manual

\*Curr Code: US Exchange Rate: 1 \*Payment Type: CASH \*Voucher Series: CA1 Pay

Payee

☒ Person ☐ Institution

Last Name First Name MI SSN Query

Address

☒ US ☐ Foreign

Available Loads Remove Load

\*Contract/Requisition Nbr: \*Contract/Requisition Date: \*Invoice Number \*Amount Total US Equivalent Travel Stop Date Card Number

Accounting Lines

DPI	CD	FY	APC	FOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC

Total US Equivalent:

- Manual Disbursements are processed when the user has a pre-certified voucher only.
- DDS Certifier role is not required for this process.
- This process will not produce a document and will only assign a DOV#.



# SYSTEM TRANSACTIONS



## # Manual Disbursements (2 of 4)

**3** \*Curr Code: **US** Exchange Rate: **1** \*Payment Type: **CASH** **4** \*Voucher Series: **CA1** **5** Pay

**6** Payee  
☐ Person ☒ Institution  
Name  
DESERT CARAVANS  
Query

**7** Address  
☐ US ☒ Foreign  
DESERTS, FC

**8** Available Loads Remove Load  
\*Contract/Requisition Nbr: **DAF751 00-C-0014**  
05/30/20  
\*Contract/Requisition Date: **15**  
\*Invoice Number: **1337**  
\*Invoice Date: **06/05/20**  
\*Amount: **1,400.00**  
Total US Equiv: **1,400.00**  
Travel Stop Date:   
Card Number:   
**9** Accounting Lines

DPI	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	WCD	Mat Cd	Mat Qty	DISC

Total US

All data input on this screen comes from the previously certified payment voucher





# SYSTEM TRANSACTIONS



## #Manual Disbursements (3 of 4)

Payee: DESERT CARAVANS      Voucher Type: MANDIS      Curr Code: US      Voucher Amount: 1,400.00  
US Equivalent: 1,400.00

*DPI Cd	*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	WCD	Mat Cd	Mat Qty	Disc/ Tax
83	5	2LQ4	11BB	1,400.00	W91N123666M170	US	2	W8850			Not Ar

INSERTING ACCOUNTING LINE      Total US Equivalent: 1,400.00

21 5 2020 0000 76 2084 P1351970000 11BB US W91N123666M170 2LQ4 83 099999 W8850

11 OK Cancel

All data input on this screen comes from the previously certified payment voucher



# SYSTEM TRANSACTIONS



## # Manual Disbursements (4 of 4)

12

\*Curr Code: **US** Exchange Rate: **1** \*Payment Type: **CASH** \*Voucher Series: **CA1** **13** Pay

Payee  
☐ Person ☒ Institution  
Name: **DESERT CARAVANS** Query  
Address:  
☐ US ☒ Foreign  
**DESERTS, FC**

Available Loads Remove Load  
\*Contract/Requisition Nbr: **DART51 00 C 0014**  
\*Contract/Requisition  
\*Invoice  
\*Invoice  
Total US

Confirm  
! Make Payment?  
**14** Yes No

Deployable Disbursing System  
i Voucher Number 700001 assigned.  
**15** OK

Accounting Lines  
DPI  
CD FY APC EOR US Equivalent Reference  
83 5 2LQ4 11BB 1,400.00 W91N123666M170 US 2 W8850 N  
2LQ4 83 099999 Total US Equivalent: 1,400.00

Forms  
X FRM-40407: Transaction complete: applied records saved.  
**16** OK



# DEPLOYABLE DISBURSING SYSTEM (DDS)



## ⚔ Military Payments (1 of 4)

- Cashiers will input military payments

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency) Disbursements Collections

Manual Military Payments

Military Payment DD117 Milpay Interface

**Person** Institution

Last Name First Name MI SSN

LAMB SYDNEY S 010101010

Address

☐ US ☒ Foreign

UNIT INFO

DESERTS, FC

\*Payment Type: CASH

\*Branch of Service: ARMY

\*Duty Status: ACTIVE DUTY ON MILPAY

\*Sub Comp: NOT APPLICABLE

\*Pay Grade: ENLISTED E7

\*Payment ☒ Casual ☐ Advance

\*Reason Pay Category Code \*Amount

Casual Pay 100.00

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
		9	P222	4140	100.00	CASUALPAY****0	US	2			N

21 9 2010 0000 90 0000 ZB24M400000 4140 US CASUALPAY\*\*\*\*0 P222 000000 012: Total US Equivalent: 100.00



# SYSTEM TRANSACTIONS



## ■ Military Payments (2 of 4)

Payee: LAMB, SYDNEY S	Voucher Type: DD117	Curr Code: US	Voucher Amount: 100.00
US Equivalent: 100.00			

*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	Cd	Mat Qty	Disc
9	P222	4140	100.00	CASUALPAY****0	US	2			N

**11**

**The DRN should be "CASUALPAY\*\*\*\*0"**  
**Replace \*\*\*\* with the DSSN the payment was made from**

INSERTING ACCOUNTING LINE			Total US Equivalent: 100.00
21 9 2010 0000 90 0000 ZB24M400000 4140 US CASUALPAY****0 P222 000000 012120			

**12**



# SYSTEM TRANSACTIONS



## ■ Military Payments (3 of 4)

The screenshot shows the 'Military Payment' window with tabs for 'DD117' and 'Milpay Interface'. The 'Person' radio button is selected, and the last name 'LAMB' is entered. The 'Address' section shows 'US' and 'Foreign' options. The 'UNIT INFO' section shows 'DESERTS, FC'. The 'Certify' button is highlighted with a red circle and the number 14. Other buttons include 'Reject', 'Pay', and 'Group Pay'.

### Certify Military Payment

- The cashier must close out the screen after saving the payment.
- The Certifier must select the military payment and “system” certify.

The 'Forms' dialog box displays the 'Choose a Certification Method' screen. The 'System' button is highlighted with a red circle and the number 15. Other buttons include 'External' and 'Cancel'.

The 'Forms' dialog box displays the 'Information: Record has been System Certified' message. The 'OK' button is highlighted with a red circle and the number 16.





# SYSTEM TRANSACTIONS



## ■ Military Payments (4 of 4)

Toolbar: [Icons for various functions]

Military Payment    DD117    Milpay Interface

☒ Person    ☐ Institution

Last Name    First Name    MI    SSN   

LAMB    SYDNEY    S    010101010

Address

☐ US    ☒ Foreign

UNIT INFO

DESERTS, FC

☐ Certify    ☐ Reject    ☐ Pay    **☒ Group Pay** 17

\*Payment Type: CASH

\*Branch of Service: ARMY

\*Duty Status: ACTIVE DUTY ON MILPAY

\*Sub Comp: NOT APPLICABLE

\*Pay Grade: ENLISTED E7

\*Payment    ☒ Casual    ☐ Advance

### Group Pay

- Once the Certifier has Certified the payment, the cashier will select "Group Pay" for all military payments.



# SYSTEM TRANSACTIONS



## # Collection Transactions

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)  
Disbursements  
**Collections**  
Deposit  
Debit Voucher  
Loss of Funds  
Deferred Voucher  
Transfer In or Out  
Redeem Uncollectable Checks  
Appropriation Transfers  
Query  
Backout  
Customer Check Privileges  
Journal Voucher Log  
EOM SF 215 / SF 5515

Manual  
DD 1131 - Cash Collection Voucher  
SF 1098 - Sched of Canceled or Undeliv Checks  
Reverse  
Savings Deposit Program

ursing

DDS

System



# DDS TRANSACTIONS - MANUAL COLLECTIONS



## # Manual Collections (1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)  
Disbursements  
Collections  
Deposit

Manual  
DD 1131 - Cash Collection Voucher

\*Remitter  
☒ Person ☐ Institution  
Last Name First Name MI SSN  
PANNELL YANITZA I 111223333 Query

☐ US ☒ Foreign  
MOUNTAIN RANGES  
DESERTS, FC

\*Collect Type:  
Contract Number:

Enter Collection

*Curr Cd	*Amount	*Exchange Rate	*US Equivalent	NI Type
US	1,000.00	1	1,000.00	

Available NIs

Total: 1,000.00

Accounting Lines

- Manual Collections are processed when the user has a pre-certified collection voucher only.
- DDS Certifier role is not required for this process.
- This process will not produce a document and will only assign a DOV#.



# SYSTEM TRANSACTIONS



## # Manual Collections (2 of 4)

3

\*Remitter

☒ Person ☐ Institution

Last Name First Name MI SSN

PANNELL YANITZA I 111223333

Query

☐ US ☒ Foreign

MOUNTAIN RANGES

DESERTS, FC

Collect

\*Collect Type: RECEIPT

Contract Number:

TPAC Collection

Enter Collection

\*Curr

5

Cd	*Amount	*Exchange Rate	*US Equivalent Type	NI Number	NI Date	Name On Inst.
US	1,000.00	1	1,000.00			

Available NIs

Total: 1,000.00

6

Accounting Lines



# SYSTEM TRANSACTIONS



## # Manual Collections (3 of 4)

Payee: PANNELL, YANITZA I      Voucher Type: MANCOL      Curr Code: US      Voucher Amount: 1,000.00  
US Equivalent: 1,000.00

*DPI Cd	*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	WCD	Mat Cd	Mat Qty	Disc/Tax
7K	5	2KPP	12SK	1,000.00	GPLD8550YP3333	US	2				

INSERTING ACCOUNTING LINE      Total US Equivalent: 1,000.00

21 5 2020 0000 90 0000 000000000000 12SK US GPLD8550YP3333 2KPP 7K 000000 009076

8 OK Cancel





# SYSTEM TRANSACTIONS



## # Manual Collections (4 of 4)

9

\*Remitter  
☒ Person ☐ Institution

Last Name First Name MI SSN

PANNELL YANITZA I 111223333

Query

Collect 11

☐ US ☒ Foreign

MOUNTAIN RANGES

DESERTS, FC

Forms

FRM-40406: Transaction complete: 3 records applied; all records saved.

10

Enter Collection

\*Curr Cd

US

*Amount	*Exchange Rate	*US Equivalent Ty
1,000.00	1	1,000.00

NI

Certifying Officer

Enter Certifying Officer's Name

*Last Name	*First Name	MI
SMITH	JEREMY	M

OK 12 Cancel

Forms

Information: COLLECTION VOUCHER CREATED # 000002

OK 13



# SYSTEM TRANSACTIONS




## # SDP Collections (1 of 5)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)  
Disbursements  
Collections  
Deposit  
Debit Voucher  
Loss of Funds  
Deferred Voucher

Manual  
DD 1131 - Cash Collection Voucher  
SF 1098 - Sched of Canceled or Undeliv Checks  
Reverse  
Savings Deposit Program

SDP Download Recreate

\*Last Name \*First Name MI \*SSN Query  Certify Collect

Address

\*Branch Of Service:   
\*Pay Grade:

*Curr Cd	NI	*Amount Type	NI Number	NI Date	Name On Instrument

Available NIs Total:



# SYSTEM TRANSACTIONS



## # SDP Collections (2 of 5)

**SDP** [Download] [Recreate]

\*Last Name: JONES \*First Name: MIKE \*SSN: 477777777 [Query] [Certify] [Collect]

\*Branch Of Service: ARMY \*Pay Grade: ENLISTED E3

Address: DESERT SANDS  
CAMP NOWHERE  
APO AE 09113

\*Curr Cd: US \*Amount: 1,000.00

*Curr Cd	*Amount	Type	NI Number	NI Date	Name On Instrument
US	1,000.00				

Available NIs Total: 1,000.00

Accounting Lines



# SYSTEM TRANSACTIONS



## SDP Collections (3 of 5)

10

Payee: JONES, MIKE      Voucher Type: DD1131      Curr Code: US      Voucher Amount: 1,000.00      US Equivalent: 1,000.00

*DPI Cd	*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	WCD	Mat Cd	Mat Qty	Disc/Tax
7K	X	W009	0000	1,000.00	SDP8550MJO7777	US	2				

8

The DRN should be 14 characters.

POS: 1-3 (SDP), 4-7 (\*\*\*\* - DSSN), 8 (First Initial of First Name), 9-10 (First Two Initials of Last Name), 11-14 (Last Four of SSN)

INSERTING ACCOUNTING LINE      Total US Equivalent: 1,000.00

21 X 6010 0000 00 0000 000000000000 0000 US SDP8550MJO7777 W009 7K 012120

9      OK      Cancel



# SYSTEM TRANSACTIONS



## # S. Certify the SDP:

- The cashier must close the SDP window so the Certifier can access the record

The screenshot shows the SDP window with fields for \*Last Name (JONES), \*First Name (MIKE), MI, and \*SSN (43333333). The 'Certify' button is highlighted with a red circle 11. Overlaid on this are two dialog boxes: 'Forms' (red circle 12) with 'System' selected under 'Choose a Certification Method', and 'Confirm System Certify' (red circle 13) with 'OK' selected.

## Collect the SDP:

- Once the Certifier has certified the collection, the cashier will select "Collect."

The screenshot shows the SDP window with the 'Collect' button highlighted with a red circle 14. Overlaid on this are three dialog boxes: 'Confirm Collect' (red circle 15) asking 'Is the current Savings Deposit the one being collected?' with 'OK' selected; 'Forms' (red circle 16) displaying 'Information: COLLECTION VOUCHER CREATED # 024000' with 'OK' selected; and another 'Forms' dialog box (red circle 17) displaying 'FRM-40404: Database apply complete: 1 records applied.' with 'OK' selected.





# SYSTEM TRANSACTIONS



## # SDP Collections (5 of 5)

- The form must be printed and signed by the Certifier and DA.
- The DA must verify the form against the customer's information: Name, SSN, check, sales receipt.
- Once the DA has signed the form, the cashier will make two additional copies of the form.
- The copy should include what the customer needed to complete the transaction, such as:
  - Cash: ID card
  - Check: ID card and check.
  - Sale: ID card and sales receipt.
  - Check and Sale: Id card, check, and sales receipt.
- The cashier will maintain the original, and give the customer two copies; one for their records, and the other is for the CCV box located in the cashier area.

Disbursing Office	DISBURSING OFFICER (Printed name, title and signature) ANTHONY . COLE DISBURSING OFFICER		DISBURSING STATION SYMBOL NUMBER 8550	DATE 01/17/2012 A
	<b>PERIOD:</b> From To			
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
01/17/2012	SDP MIKE JONES 477-77-7777 ENLISTED E3 ARMY	SDP DEPOSIT PC \$1,000.00 01/17/2012	1000.00	21 X 6010 0000 00 0000 000000000000 0000 US SDP8550MJ07777 W009 012120



# SYSTEM TRANSACTIONS



## ■ Disbursing Irregularities - Loss of Funds (LoF) (OF 1017G):

- The Disbursing Agent (DA), upon discovering a shortage, will conduct a thorough review of the cashier's business. If the DA cannot resolve the discrepancy, the DA will notify the CDR and the Deputy Disbursing Officer (DDO).
- The amount of the loss will determine the next step for the Disbursing Office.
  - For a minor LoF (no fraud involved), the CDR will investigate and attempt to resolve the discrepancy. If the discrepancy cannot be resolved, the DA will have the cashier complete the LoF within DDS, will counsel the cashier, and prepare an MFR stating the circumstances surrounding the loss with a recommendation to the Disbursing Officer (DO) and will be signed by the CDR. The DA must forward the LoF to the DDO within 24 hours.
  - For major LoF, an Investigating Official (IO) must be appointed by the CDR of the DO. The DA will have the cashier complete the LoF within DDS, counsel the cashier, and forward to the DDO within 24 hours. The IO will prepare a report and submit to the DO/DFAS-IN their findings and recommendation.



# SYSTEM TRANSACTIONS



## # Disbursing Irregularities - Loss of Funds (1 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen

Exchange Transactions (U.S./Foreign Currency)  
Disbursements  
Collections  
Deposit

Debit Voucher  
Loss of Funds

Input Recoup Relief Overage

Accountable DO Code: RB

\*Loss Type  
☒ Cash  
☐ NI

Enter Currency Code  
Currency Code: US  
Exchange Rate: 1

Enter Amount of Cash  
\*Amount:   
US Equivalent:

Negotiable Instruments (Select Record from grid)

NI Number	NI Type	NI Date	SSN	Name	Amount	Ex

Journal Voucher Information

\*JV Number:   
\*Memo:



# SYSTEM TRANSACTIONS



## # Disbursing Irregularities - Loss of Funds (2 of 2)



Optional Form 1017-5 (9-79)  
Title 7, GAO Manual  
501017-810


### JOURNAL VOUCHER


J.V. No. 1

Date 01/18/2012

REFERENCE	EXPLANATION	DEBIT	CREDIT
	ESTABLISH LOSS OF FUNDS FOR CAL Loss of Funds US Cash	10.00	10.00
	MEMO: CASHIER DISCOVERED A SHORTAGE.		

	Total	10.00	10.00

Prepared by \_\_\_\_\_ (Signature) 

Approved by \_\_\_\_\_ (Signature) 

\_\_\_\_\_  
(Title) CASHIER

\_\_\_\_\_  
(Title)



# SYSTEM TRANSACTIONS



## **# Disbursing Irregularities - Overage (DD Form 1131):**

- **The DA, upon discovering an overage, will conduct a thorough review of the cashier's business. If the discrepancy cannot be resolved, the DA will notify the CDR and the DDO, will counsel the cashier, and have the cashier process the overage.**
- **Based upon the DDO's guidance, the cashier will prepare the CCV with the DO's Suspense Account line of accounting (21F3875).**





# SYSTEM TRANSACTIONS



## # Disbursing Irregularities - Overage (1 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen

Exchange Transactions (U.S./Foreign Currency)

Disbursements

Collections

Deposit

Debit Voucher

Loss of Funds

Input Recoup Relief Overage

\*Curr Code US \*Amount 100.00 Exchange Rate 1 US Equivalent 100.00

Total: 100.00

\*Explanation

CASHIER FOUND AN EXTRA \$100 BILL WHEN COUNTING AT THE END OF THE NIGHT

Forms

Information: Voucher Number 000002 assigned.

OK

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	WCD	Mat Cd	Mat Qty	DISC
7K	F	WFAY	0000		100.00	OVERAGE	US	2	W8850			N

21 F 3875 0111 76 0000 0000 US OVERAGE WFAY 7K 000000 012158 W8850

Total US Equivalent: 100.00

Forms

FRM-40404: Database apply complete: 3 records applied.










OK



# SYSTEM TRANSACTIONS



## # Disbursing Irregularities - Overage (2 of 2)

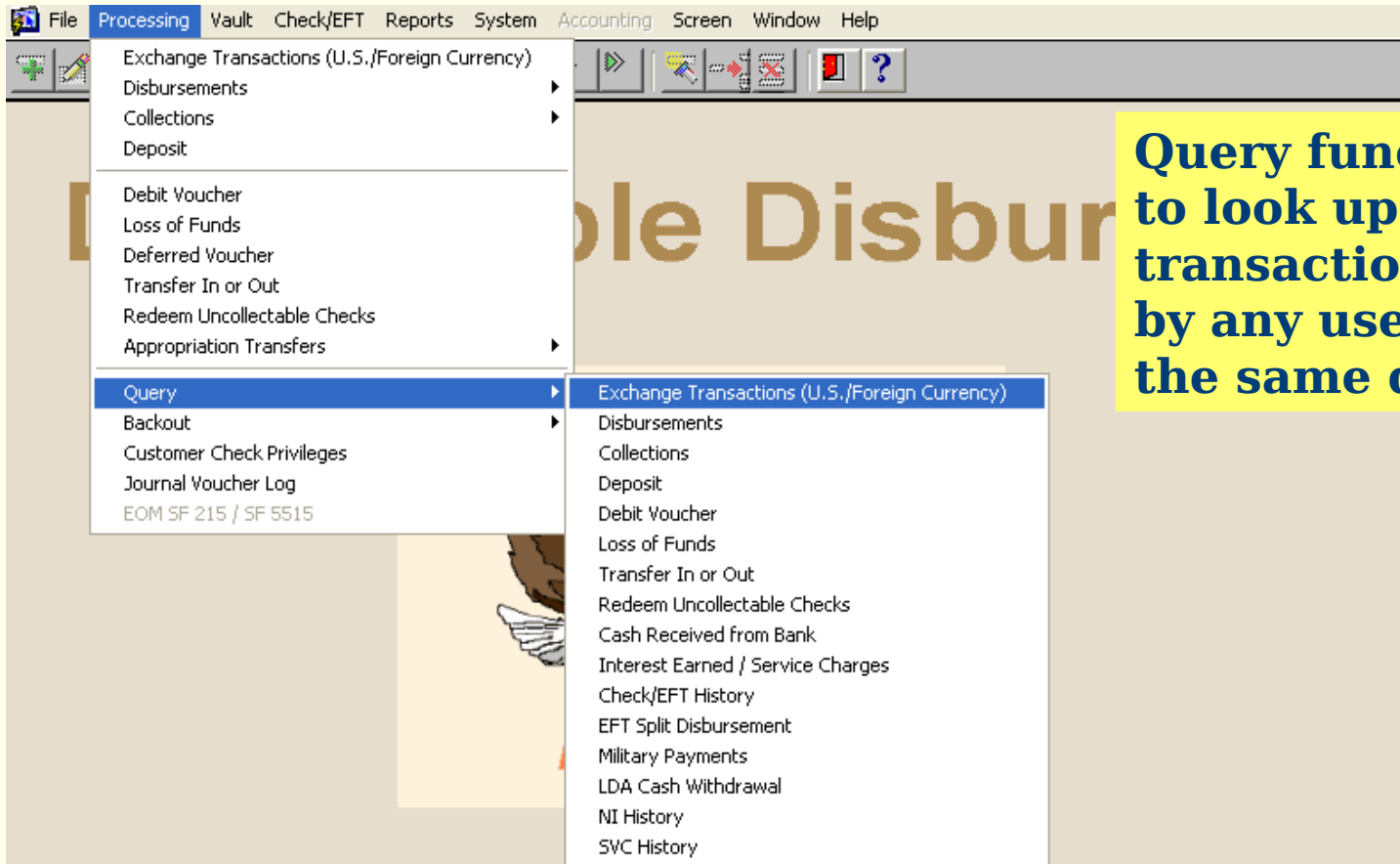
      Page: <input type="text" value="1"/> 				
 		DISBURSING OFFICE COLLECTION VOUCHER NUMBER 000002		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
Receiving Office	ACTIVITY (Name and location)			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)		DATE	
Disbursing Office	ACTIVITY (Name and location) 368THFMSU BAGRAM AIRFIELD APO, AE 09234			
	DISBURSING OFFICER (Printed name, title and signature) RANDY W. BERG RANDY BERG LTC, DO		DISBURSING STATION SYMBOL NUMBER 8850	
	DATE 03/27/2014 B			
PERIOD: From To				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
03/27/2014	OVERAGE	CASHIER FOUND AN EXTRA \$100 BILL WHEN COUNTING THE END OF THE NIGHT	100.00	21 F 3875 0111 76 0000 0000 US OVERAGE WFAY 7K 000000 012158 W8850



# SYSTEM TRANSACTIONS



## # DDS Transactions - Query



**Query function is used to look up any transactions entered by any user that are in the same database.**

System



# SYSTEM TRANSACTIONS



## # DDS Transactions - Query

Site Id:

Creating User:

Currency Code:

Last Name:

First Name:

SSN:

Transaction Amount:

Business Date:

NI Number:

Exchanges

User Cd	Site Id	Business Date	Last Name	First Name	MI	SSN	Rep Id	B0 Id	Inpu

Details

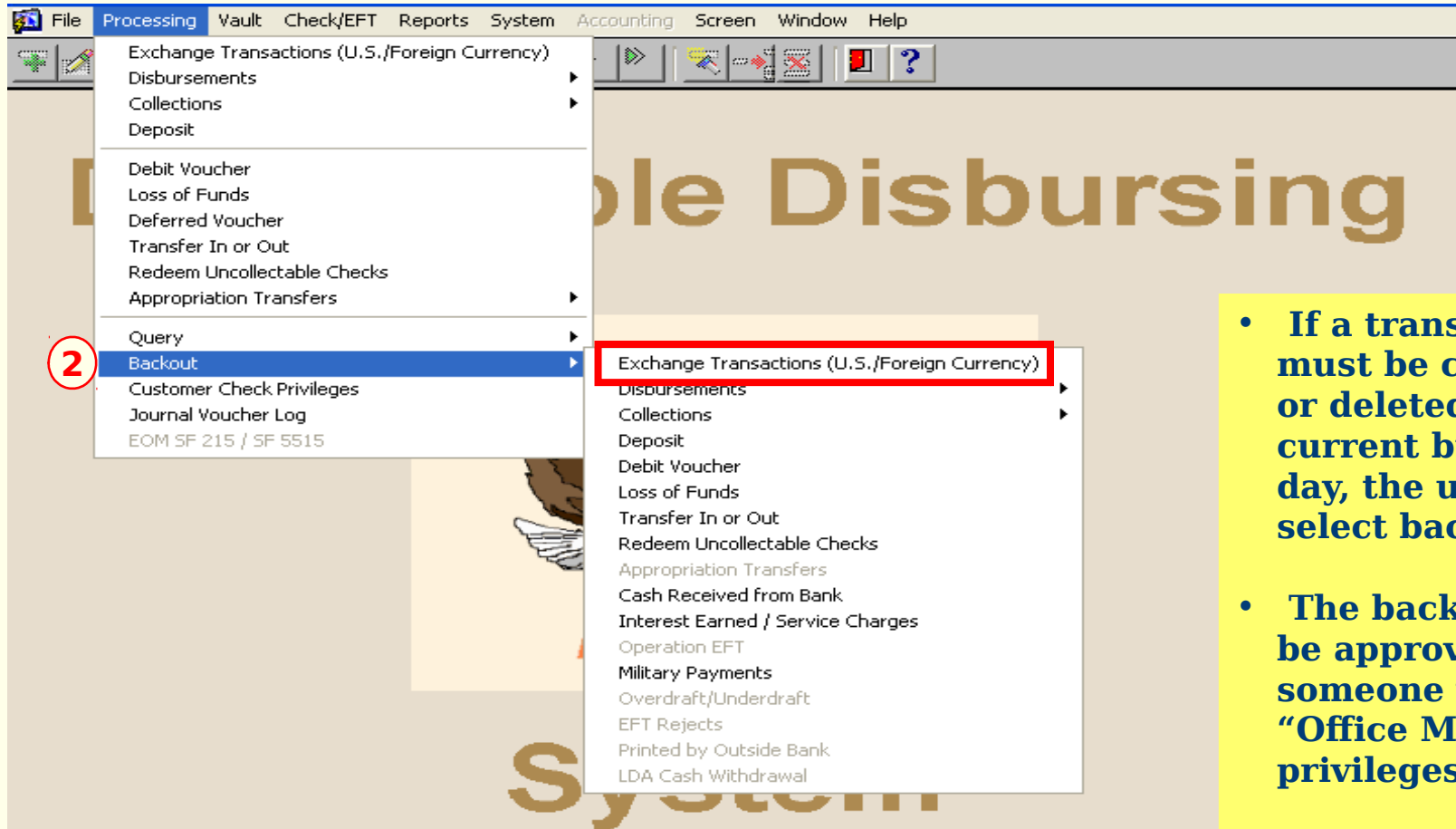
I0 Id	Curr Cd	NI Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount	IRN	Ba



# SYSTEM TRANSACTIONS



## # DDS Transactions - Backout (1 of 2)



- If a transaction must be corrected or deleted from the current business day, the user will select backout.
- The backout must be approved by someone with "Office Manager" privileges.





# SYSTEM TRANSACTIONS



## DDS Transactions - Backout (2 of 2)

**Exchanges**

Site Id	Last Name	First Name	MI	SSN	Rep Id
00001	MAYNARD	JOHN	L	123456824	N
00001	HAYNES	CARL	N	123456753	N
00001	METCALF		B	123456796	N
00001	CLARK		L	123456702	N
00001	BROWN		S	123456790	N

**Details**

IO	Curr	Id	Cd	Amount	NI	Type	US Equivalent	Amount	
I	US			100.00			1	100.00	
O	US			100.00	SV	101	12-APR-2007	1	100.00

**Office Manager Authorization Screen**

User Id:  **5**

Password:

Ok Cancel

**Forms**

Information: BACKOUT AUTHORIZATION GRANTED. **6** OK

FRM-40404: Database apply complete: 2 records applied. **7** OK

**Backout** **4**



# MODULE 4: CLOSE A BUSINESS DAY

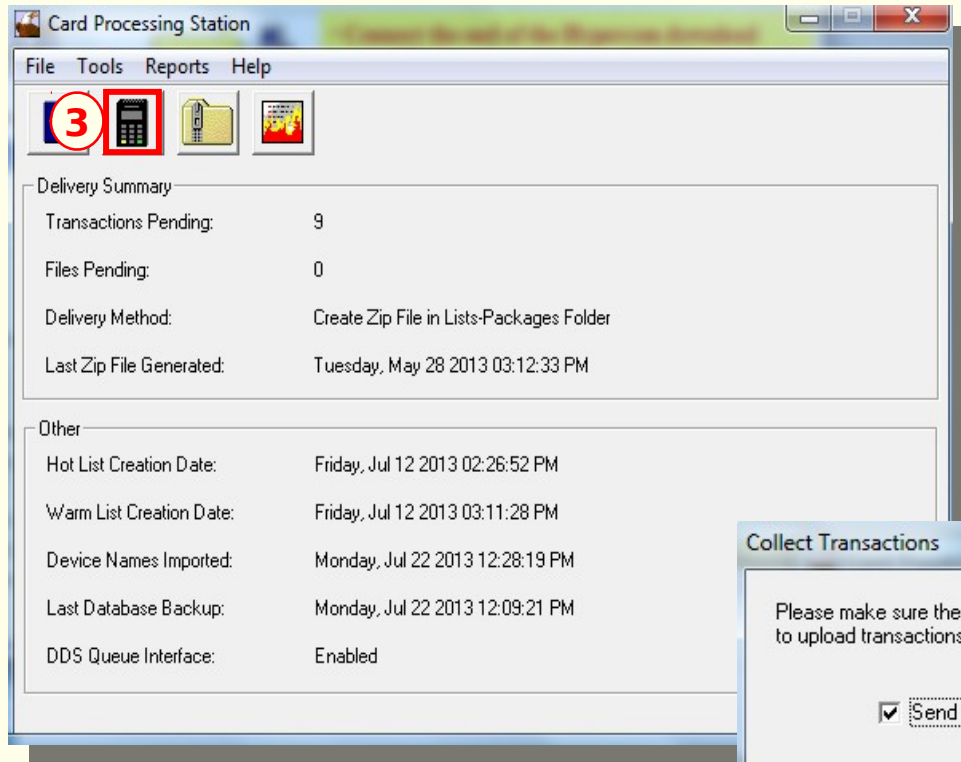




# CLOSE A BUSINESS DAY



## #ECC - Transfer Sales Transactions to CPS (1 of 2)

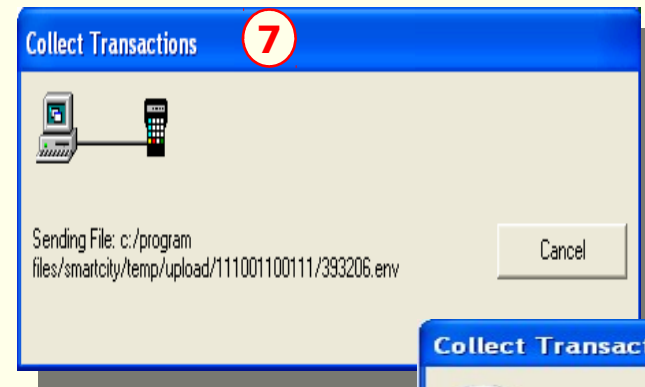




# CLOSE A BUSINESS DAY



## Exchange Transactions -Merchant POS Device (2 of 3)

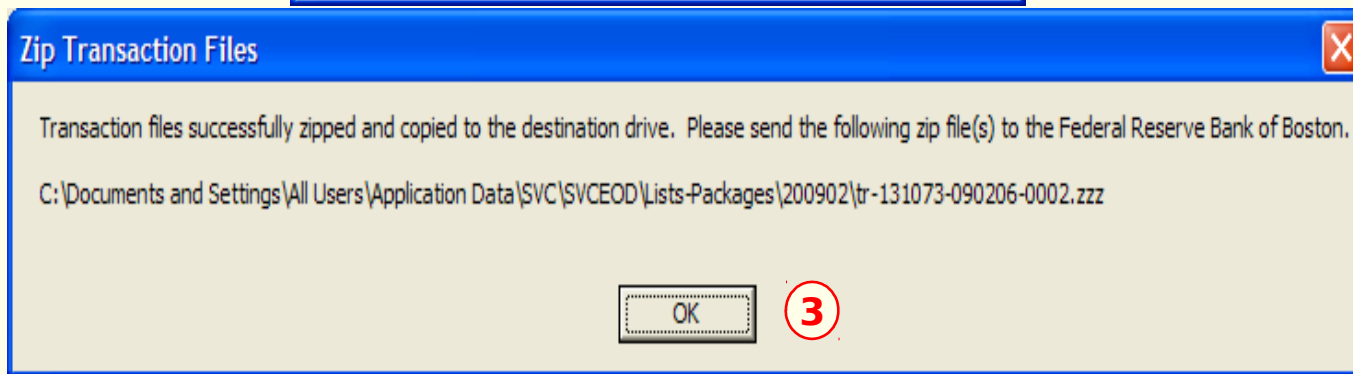
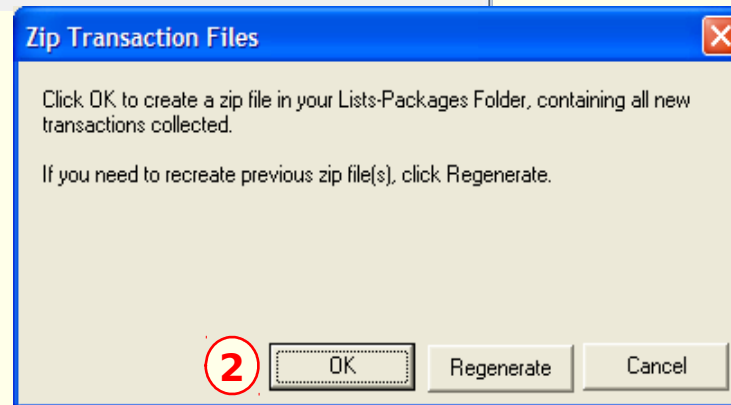
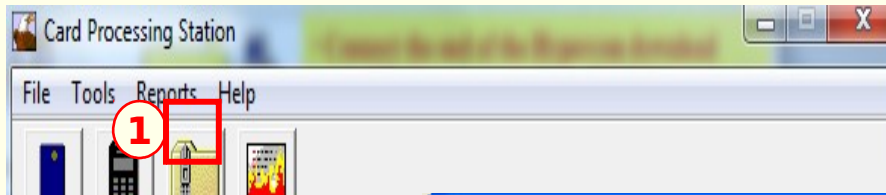




# CLOSE BUSINESS DAY



## #ECC - Zip Transaction to Create TR File (1 of 2)



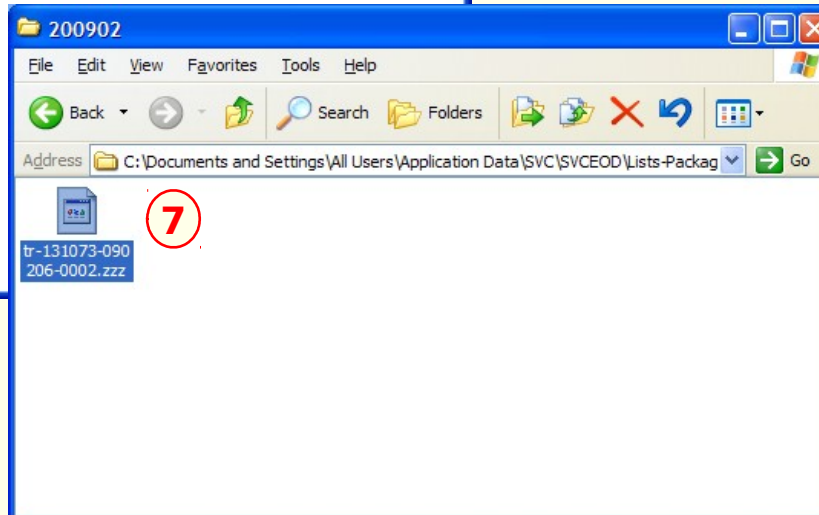
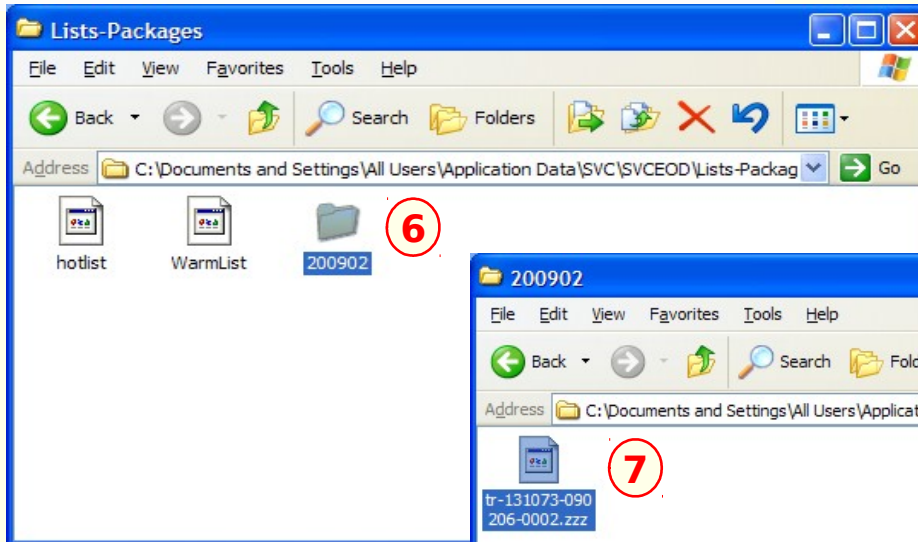
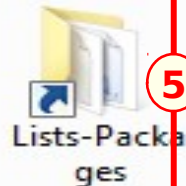




# CLOSE BUSINESS DAY



## #ECC - Zip Transaction to Create TR File (2 of 2)

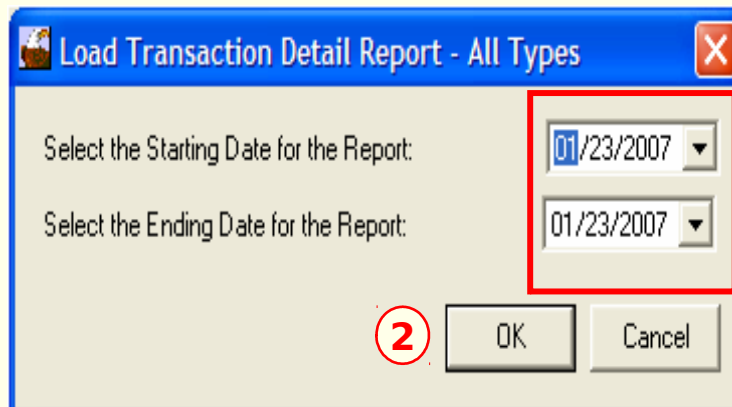
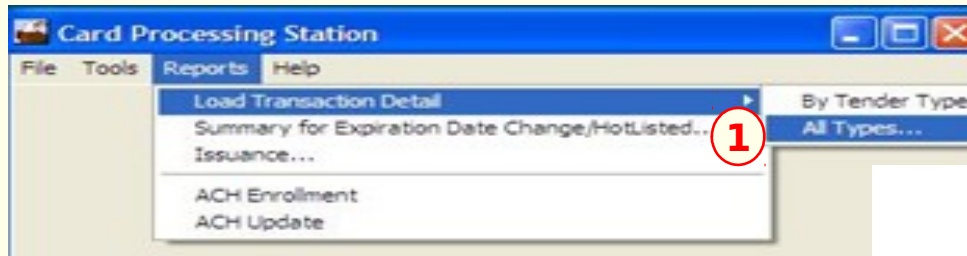




# CLOSE BUSINESS DAY



## #ECC - Load Transaction Detail Report



### *SVC Card Processing Load Transaction Detail Report - All Types*

*3/26/2007 To 3/26/2007*

*Device 131075*

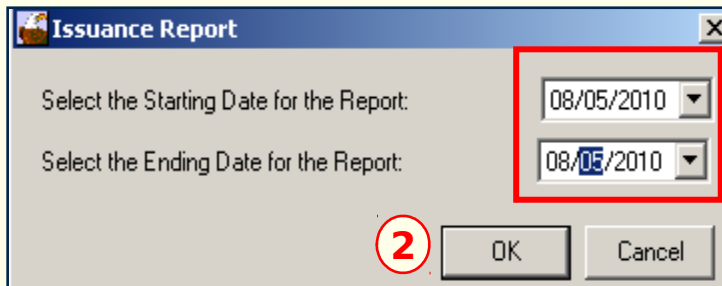
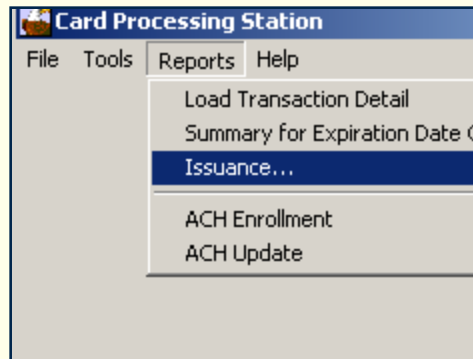
<u>Time of Transaction</u>	<u>Card Number</u>	<u>Amount</u>
3/26/2007 10:34:34AM	1111101100000400247	\$350.00
3/26/2007 2:47:28PM	1111101100000400252	\$1,000.00
Total Transactions		2 \$1,350.00
Average Transaction Amount		\$675.00



# CLOSE BUSINESS DAY



## ECC - Issuance Report



*SVC Card Processing  
Issuance Report  
8/13/2007 To 8/13/2007  
Device 136065*

---

Issue Date: 08/13/2007

<u>CardNo</u>	<u>Name</u>	<u>SSN</u>
9874681100000497565	Doe, John	111-11-1111
9874681100000497568	Smith, Joe	232-21-2322

Number of Cards Issued on 08/13/2007    2

---


Total Number of Cards Issued    2



# CLOSE BUSINESS DAY



## #OTCnet Batch Close (1 of 5)

 **OTCnet**<sup>SM</sup>  
Deposits Made Simple

[Online Application](#)

Connection Status: ■ Online

Welcome, Agency Aateoa

[Check Processing](#) [Administration](#)

[Batch Management](#) [1](#) [Submission History](#) [Check Scan](#)

---

**Search Batch**

**Batch Search Conditions**  
<< < 1 - 1 > >> of 1 Records

Select	Check All / Clear All	OTC Endpoint	ALC + 2	Description
<input type="checkbox"/>		0000883001	0000883001	Bagram Air Field Afghanistan

**Created On Date**  
From Date:  [Calendar](#) **2**  
To Date:  [Calendar](#)

Batch ID:

Cashier ID:

Batch Status:

Select	Check All / Clear All	Status	Description
<b>3</b> <input checked="" type="checkbox"/>		OPEN	Open - accepting new checks
<input type="checkbox"/>		CLOSED	Closed - no new checks
<input type="checkbox"/>		APPROVED	Approved - ready for settlement process
<input type="checkbox"/>		SENT	Successfully uploaded to host
<input type="checkbox"/>		ACKNOWLEDGED	Acknowledge that upload was complete
<input type="checkbox"/>		SEND ERROR	Error during upload
<input type="checkbox"/>		ACKNOWLEDGED ERROR	Error from host with the upload

**4**



# CLOSE BUSINESS DAY



## #OTCnet Batch Close (2 of 5)

Summary of Batches

View Batches

Offline Application

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▾

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag	U
<input type="checkbox"/> 5	A4547FA6-FB5	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	OPEN	✓	0

Previous Cancel Activate/Deactivate Close Batch 6 Approve

Location: Home » Check Processing » Batch Management

### Close Batch

Close Batch

Batches to be Closed

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00

Cancel « Previous 7 Confirm





# CLOSE BUSINESS DAY



## #OTCnet Batch Close (3 of 5)

Location: [Home](#) » [Check Processing](#) » [Batch Management](#)

### Batch Control

Batch Control Setup

Batch Detail	
OTC Endpoint	9999101001
Description	13 FMCTX
ALC +2	9999101001
Batch ID	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1

### Batch Control

**Failed to balance Batch 10F3F7CE-EF88-48E5-B9D9-A34BB56936F1, please check batch control**

Approved Item Count	3
Approved Amount	600.00
Voided Item Count	1
Voided Amount	400.00
Batch Control Count:	<input type="text" value="0"/>
Batch Control Amount:	<input type="text" value="0.00"/>

10

8

9



# CLOSE BUSINESS DAY



## #OTCnet Batch Close (4 of 5)

Location: [Home](#) » [Check Processing](#) » [Batch Management](#)

### Close Batch

Close Batch

Batch List to be Closed

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count
9999101001	13 FMCTX	9999101001	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	aaateo01	02/13/2012 12:55:33 PM ET	4	1000.00	3	600.00	1

Batch close will not be processed until the button 'Confirm Report Print' is clicked.

11

Export as:

Word

1 / 2 52.8%

**Batch List**  
Batch : 10F3F7CE-EF88-48E5-B9D9-A34BB56936F1  
Date: 2/15/12 4:31PM  
Printed By: Agency Aateoa

OTC Endpoint: 9999101001 - 13 FMC TX  
ALC + 2: 9999101001  
Processing Method: Customer Present  
KEY - (S)atus: (A)pproved, (V)oid, (T)ype: (P)ersonal, (N)onPersonal

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields
V	P	150917770221100000723	2/13/12 2:27PM	256074974	88888921	0728	\$400.00	SSN : 212112211
A	P	150917770221100000722	2/13/12 2:26PM	256074974	88888921	0728	\$300.00	SSN : 545445544
A	P	150917770221100000721	2/13/12 1:12PM	256074974	88888921	0728	\$200.00	SSN : 878778787
A	P	150917770221100000720	2/13/12 12:55PM	256074974	88888921	0728	\$100.00	SSN : 123456798

Sub Total: Count: 3 Amount: \$600.00  
OTC Endpoint Total: Count: 3 Amount: \$600.00  
Grand Total: Count: 3 Amount: \$600.00

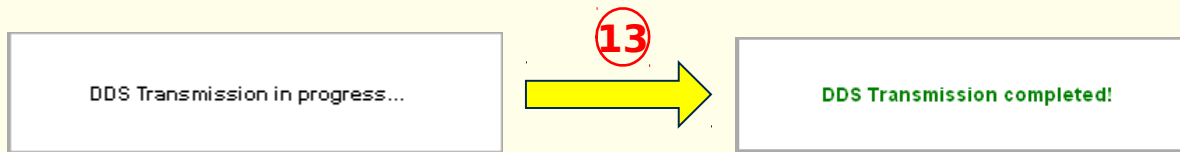
12



# CLOSE BUSINESS DAY



## #OTCnet Batch Close (5 of 5)



### Close Batch

Close Batch

Batches that have been Closed

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount	Status
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00	CLOSED

12

[Return to Batch Summary](#)

[Return Home](#)



# DDS - CREATE DD 117 FOR MILITARY PAYMENTS



## #DDS - Create DD 117 For Military Payments (1 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements

Collections

Manual

Military Payments **2**

**7**

Military Payments **3** DD117 Milpay Interface

\*Branch of Service: ARMY \*Duty Status: ACT \*Sub Comp: NOT APPLICABLE

\*Pay Grade: ENLISTED \*FID Type: PC \*Payment Type: CASH **5**

\*Payroll Nbr: \*Payroll Dt:

Source List: SSN Name Destination List

**Warning**

Select OK to clear the Transaction and go to previous tab or Select Cancel.

**4** OK Cancel

Accounting Lines

DPI CD FY APC EOR US Equip

**Forms**

Information: Select criteria and press execute query

**6** OK



# CLOSE BUSINESS DAY



## #DDS - Create DD 117 For Military Payments (2 of 3)

**8**

\*Branch of Service: ARMY \*Duty Status: ACT \*Sub Comp: NOT APPLICABLE  
\*Pay Grade: ENLISTED \*FID Type: PC \*Payment Type: CASH  
\*Payroll Nbr: \*Payroll Dt:

Source List: SSN Name  
010101010-LAMB, SYDNEY S

Destination List

**10**

Military Payment DD117 Milpay Interface

\*Branch of Service: ARMY \*Duty Status: ACT \*Sub Comp: NOT APPLICABLE  
\*Pay Grade: ENLISTED \*FID Type: PC \*Payment Type: CASH  
\*Payroll Nbr: \*Payroll Dt:

Source List: SSN Name

**9**

Destination List  
010101010-LAMB, SYDNEY S

Total: 100.00

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
		9	P222	4140	100.00	CASUALPAY****0	US	2			N





# CLOSE BUSINESS DAY



## #DDS - Create DD 117 For Military Payments (3 of 3)

The automated and the manual DD Form 1351-6 should mirror each other with only the customer signature missing from the automated one.

1. DEPARTMENT ARMY	MILITARY PAY VOUCHER		2. VOUCHER NUMBER 651000	
IDENTIFICATION AND CERTIFICATION				
3. ATTACHMENT  Pages	4. ORGANIZATION AND LOCATION ALPHA DETACHMENT CAMP ALPHA		5. PAYROLL NUMBER	
6. PURPOSE OF PAYMENT				
TO: See Attached				
I CERTIFY this				
8. TYPED NAME OF DISBURSING OFFICER ANTHONY COLE				
As Agent Officer to the above have been paid by me to member				
11. SIGNATURE OF AGENT				
13.				
21 9 2010 0000 90 00				

MULTIPLE PAYMENTS LIST				
PRIVACY ACT STATEMENT				
AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397				
PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.				
ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.				
1. TYPE OF PAYMENT (Check applicable)			D.O. VOUCHER NUMBER 651000	
X	MILITARY PAY (MP)	TRAVEL ALLOWANCE (TA)	OTHER (Specify)	
2. PAYROLL NUMBER (If applicable)			3. DATE OF COMPUTED PAYMENT 10/19/2009	
4. ORGANIZATION AND STATION ALPHA DETACHMENT CAMP ALPHA			PAID BY ALPHA DETACHMENT CAMP ALPHA 8550 10/19/2009 A	
5. PAYEE IDENTIFICATION			e. TRAVEL ORDER OR OTHER AUTHORITY	f. AMOUNT
a. LAST      b. FIRST      c. MI      d. SSN			g. SIGNATURE OR CHECK NUMBER	
1	LAMB SYDNEY S	010101010		100.00
2				



# CLOSE BUSINESS DAY



## #DDS - Create DD 2664

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account  
Remote File Transfer

DD 2665 - Daily Agent Accountability Summary  
DD 2657 - Daily Statement of Accountability  
DD 2659 - Voucher Control Log  
DD 2664 - Currency Exchange Record

\*Business Date: 10/19/2009 A

\*User Code: CA1

OK

The DDS DD Form 2664 must match the manual DD Form 2664.

File View Help

CURRENCY EXCHANGE RECORD  
RECORD OF INDIVIDUAL EXCHANGE TRANSACTION!

1. DISBURSING OFFICER DESIGNATION  
TONY DUNGY  
DISBURSING OFFICER  
8899 E 56TH ST  
INDIANAPOLIS IN 46249

2. RATES OF EXCHANGE  
Dinar 2 = \$1.00

6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER		
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (Personal check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY	c. FOREIGN CURRENCY



# CLOSE BUSINESS DAY



## #DDS - Create DD 1081 Return (1 of

\*\*\*If DDS is interfaced with EC/OTCnet, the end of day reports must be ran first for EC (Sales and Loads) and OTCnet (close Batch List). If not run first, an error message will appear stating that transactions are still pending in those systems.

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account

Issuing User Id: CA1 Receiving User Id/Site: DA110001

Issuing User Site: 10001 Name of Receiver: PABLO SANCHEZ

Name of Issuer: CASHIERONE CASHIERONE

STEP 2

☒ Return ☐ Partial ☐ Advance ☒ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
1 Balance Forward:	.00	100,000.00	.00	105,000.00
2 U.S. Dollars:	.00	.00	.00	.00
3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
4 Military Payment Certificates:	.00	.00	.00	.00
5 Collections:	5,000.00	.00	.00	.00
6 Deposits:	.00	.00	.00	.00
7a NI: Treasury Checks:	.00	.00	.00	.00
7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 10/19/2009 A Sequence Number: 1



# CLOSE BUSINESS DAY



## #DDS - Create DD 1081 Return (2 of 3)

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	49,900.00	49,900.00	1	49,900.00

**Line 2- US Dollar Returns**

Curr Code	On Hand	Amount
FC	5,000,000.00	5,000,000.00

U.S. Dollar:   
Foreign Currency (U.S. Equivalent):   
Military Payment Certificates:

Clear OK

**Line 3- FC Returns**

Check or Tracer Number	Date	Curr Code	Amount	Exch Rate	US Equiv	NI Type	Payee
<input checked="" type="checkbox"/> 7505	08/04/2010	US	100.00	1	100.00	PC	JONES, MIKE
<input type="checkbox"/> 7535	08/04/2010	US	50.00	1	50.00	PC	SMITH, JOHN
<input type="checkbox"/> 7535	08/05/2010	US	100.00	1	100.00	PC	THOMAS, SHAWN

Select All

8

US Equivalent of Treasury Checks Selected:   
US Equivalent of EFT For Cash Selected:   
US Equivalent of Dishonored Checks Selected:   
US Equivalent of Negotiable Instruments Selected:

OK Cancel

**Line 7c- Check Returns**



# CLOSE BUSINESS DAY



## #DDS - Create DD 1081 Return (3 of 3)

Issuing User Id: CA1 Receiving User Id/Site: DA110001

Issuing User Site: 10001 Name of Receiver: PABLO SANCHEZ

Name of Issuer: CASHIERONE CASHIERONE

☒ Return ☐ Partial ☐ Advance ☒ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
6 8 Paid Vouchers:	.00	.00	100.00	.00
9 Incorrect Vouchers Ret:	.00	.00	.00	.00
10.1 Overdrafts:	.00	.00	.00	.00
7 10.2 Loss of Funds:	.00	.00	.00	.00
10.3 Transfers In and Out:	.00	.00	.00	.00
10.4 Stored Value Card Load:	.00	.00	.00	.00
11 Stored Value Card Sales:	.00	.00	.00	.00
12 Total Funds:	.00	105,000.00	.00	.00

Business Day: 10/19/2009 A Sequence Number: 1

SEQUENCE # 1 STATEMENT OF AGENT OFFICER'S ACCOUNT 10/27/2009 11:46:40

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER  
ANTHONY COLE  
CAMP LIBERTY  
IRAQ  
APO AE 09165  
DSSN 8550

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS  
(Include ZIP Code/APO number and Telephone number)  
CASHIERONE CASHIERONE  
11111199  
CAMP ALPHA

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		100,000.00		105,000.00
2. U.S. DOLLARS			49,900.00	
3. FOREIGN CURRENCY				





# CLOSE BUSINESS DAY



## #DDS - Print Trial DD 2665

User Code: **CA1** Date of Last DD2665: **07/14/2010 A** Generate System Vouchers  
Name: **CASHIER CASHIER** Business Date: **07/14/2010 A** Finalize Report  
Refresh

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO. 1. Accountable 2. Advances a. Cash b. Pre c. Other

3. Voucher 4. Treas

Items preventing finalization of DD2665

A DD1081 RETURN EXISTS THAT HAS NOT BEEN CONFIRMED OR REJECTED BY THE DDO.

CUMULATIVE

Page: 1

The "Finalize Report" will be disabled due to having a pending DD 1081 Return.

\*\*\*The cashier should **NEVER** finalize. The DA will finalize for the cashier.

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE 10/19/2009 A

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. CUMULATIVE
(1)	ACCOUNTABILITY - BEGINNING		
(2)	ADVANCES a. CASH 100000.00 b. PREPOSITIONED CHECKS c. OTHER	100,000.00	100,000.00
(3)	VOUCHERED COLLECTIONS	5,000.00	5,000.00
(4)	TREASURY CHECKS a. VOUCHERS b. OTHER		
(5)	TRANSFERS FROM OTHER DISBURSING OFFICERS		
(6)	EXCHANGE GAIN ACCUMULATIONS		
(7)	OTHER (Explain)		
(8)	TOTAL INCREASES	105,000.00	105,000.00
(9)	GROSS ACCOUNTABILITY	105,000.00	105,000.00
(10)	TRANSFERS TO OTHER DISBURSING OFFICERS		
(11)	EXCHANGE LOSS ACCUMULATIONS		
(12)	OTHER (Explain)		
(13)	RETURNS TO PRINCIPAL a. PAID VOUCHERS 100.00 b. DEPOSIT TICKETS	105,000.00	105,000.00
(14)	TOTAL DECREASES	105,000.00	105,000.00
(15)	ACCOUNTABILITY - ENDING		0.00

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE NO.	b. ELEMENT OF ACCOUNTABILITY	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
(16)	LIMITED DEPOSITORY			
(17)	CASH ON HAND (U.S.)	49,900.00	49,900.00	
(18)	CASH ON HAND a. ACCOMMODATING b. OPERATING	50,000.00	50,000.00	
(19)	PREPOSITIONED TREASURY CHECKS			
(20)	NEGOTIABLE INSTRUMENTS (U.S.)	5,000.00	5,000.00	
(21)	NEGOTIABLE INSTRUMENTS (Foreign)			
(22)	MILITARY PAYMENT CERTIFICATES			
(23)	PAID VOUCHERS	100.00	100.00	
(24)	FUNDS IN TRANSIT			
(25)	FUNDS WITH SUBAGENTS			
(26)	DEPOSIT TICKETS (Not LDA)			
(27)	DISHONORED CHECKS RECEIVABLE			
(28)	CHECK OVERDRAFTS RECEIVABLE			
(29)	LOSS OF FUNDS			
(30)	DEFERRED VOUCHERS			
(31)	OTHER (Explain)			
(32)	TOTAL AGENT ACCOUNTABILITY	105,000.00	105,000.00	0.00



# MODULE 5: FMST SPECIFIC PROCESSES

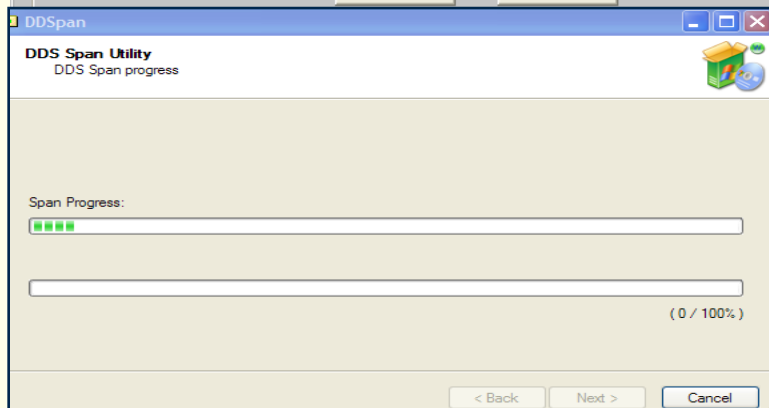
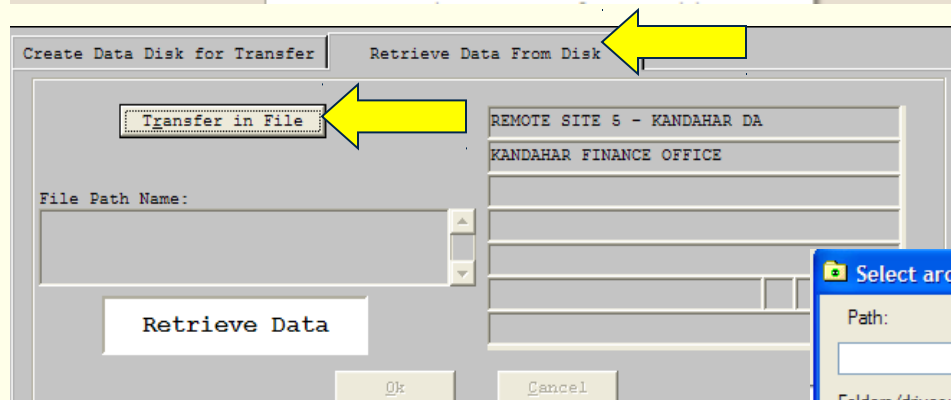
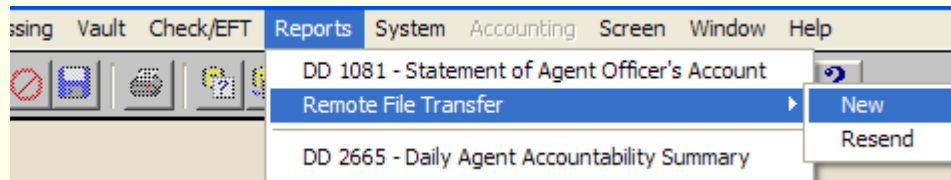




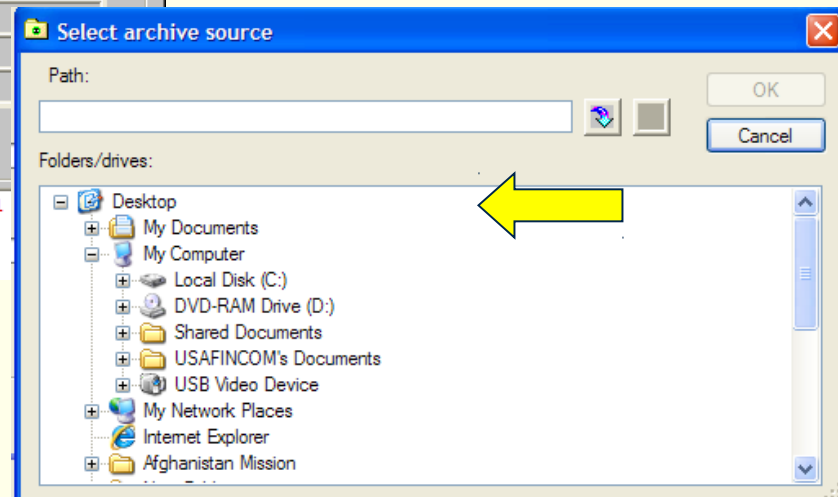
# FMST SPECIFIC PROCESSES



## #FMST - Retrieve RFT (1 of 2)



- DDS defaults to the “create data disk for transfer” click on the “Retrieve Data from Disk” tab.
- Click “Transfer in File” button and browse to where you saved the RFT from the DA.

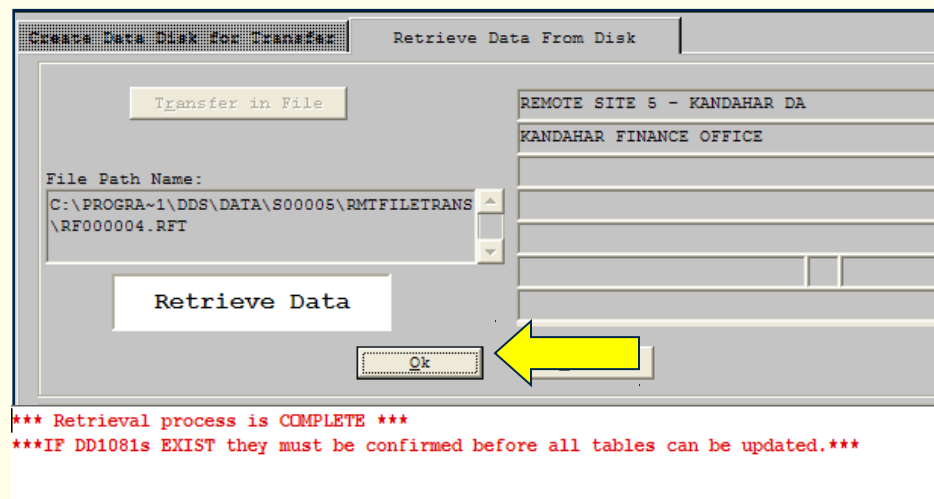
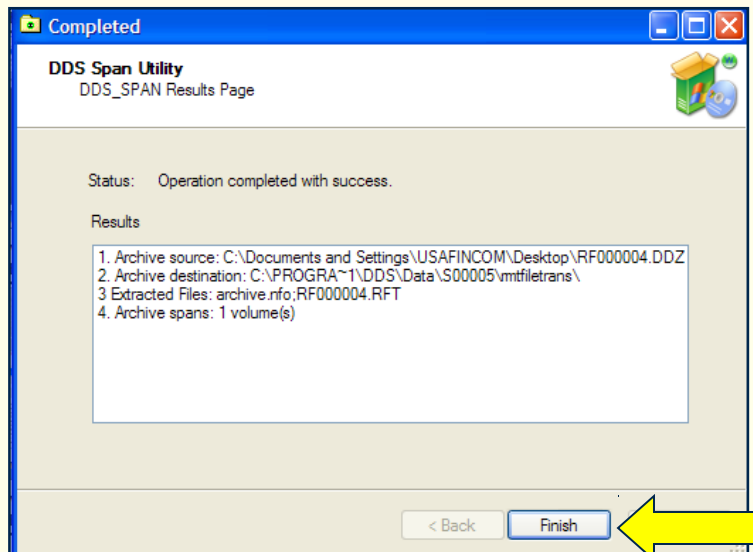




# FMST SPECIFIC PROCESSES



## #FMST - Retrieve RFT (2 of 2)







# FMST SPECIFIC PROCESSES



## #FMST - Create RFT (1 of 3)

Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account

Remote File Transfer

DD 2665 - Daily Agent Accountability Summary

Create Data Disk for Transfer

Site Id: 1 368TH FMCO

Include Office Checks

Create data Disk

OK

\*\*\* Please choose a SITE ID... then press the OK button \*\*\*

- Select the appropriate "Site ID" that DDS should be transferring to.
- Select "OK" to generate the RFT.
- A confirmation window will appear ensuring that the user wants to create the file. Select "YES."

Question

Create File for Transfer to another Site?

Yes

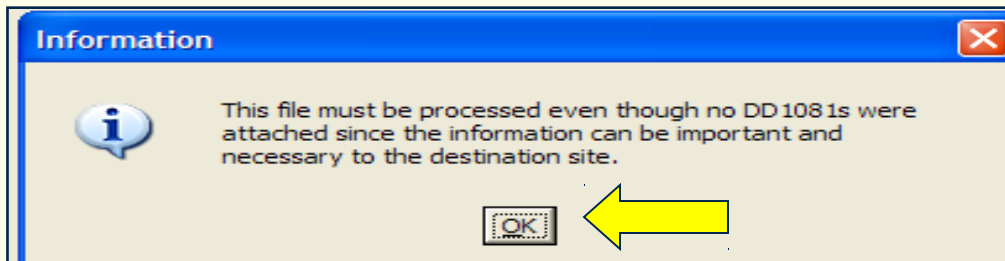
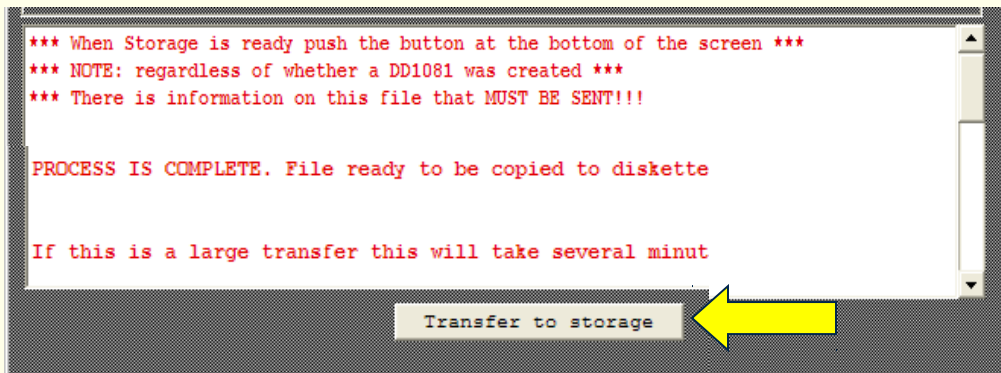




# FMST SPECIFIC PROCESSES



## #FMST - Create RFT (2 of 3)



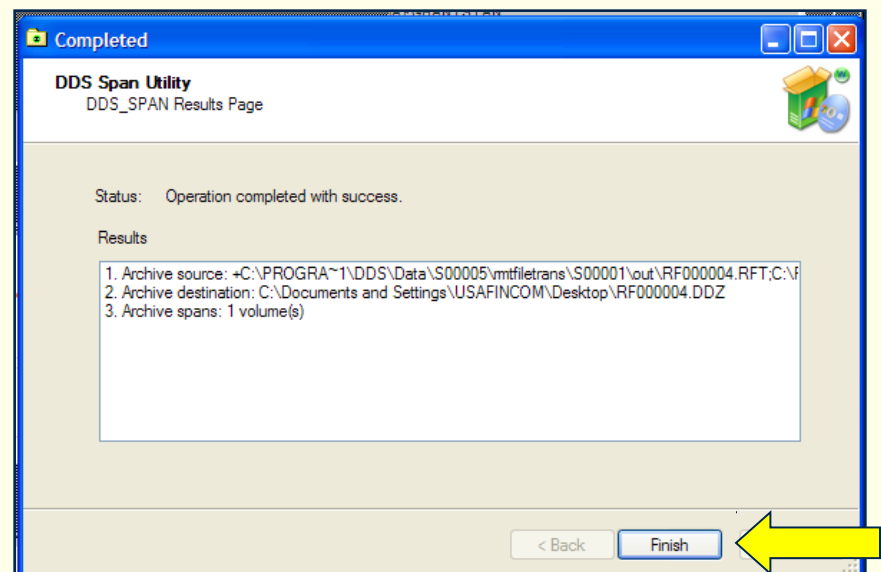
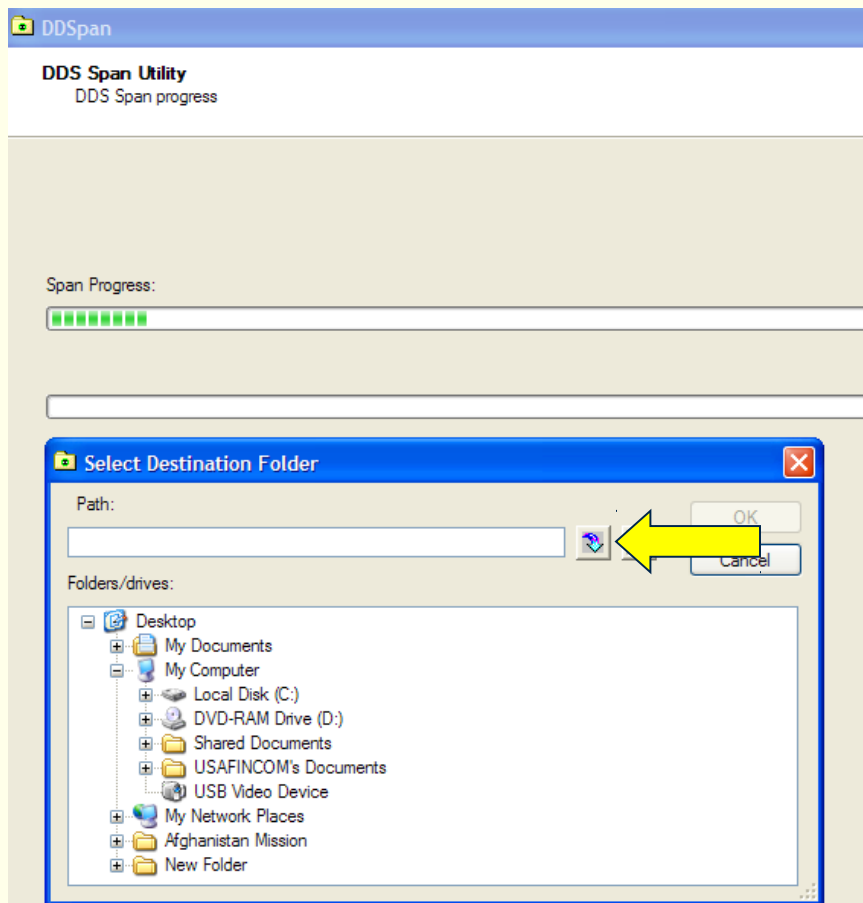
- Once the file has been created, the “Transfer to storage” button will become enabled. Select the button and place it in the folder where the RFT files will be maintained.
- If the RFT file was created in error, a “Rejected 1081” is being sent, or it is a blank RFT, the user will receive a message stating “This file must be processed...”



# FMST SPECIFIC PROCESSES



## #FMST - Create RFT (3 of 3)





# MODULE 6: CONTACT INFORMATION





# CONTACT INFORMATION



## ■ ECC Customer Service Center

### ■ Hours of Operation

- 0100 - 1900 hours ET Monday - Friday (excluding Federal Holidays)

■ DSN: (312) 955-3555

■ US Toll Free: 1-877-973-8982

■ Fax: (617) 973-3898

■ Latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.) <https://www.us.army.mil/suite/page/387344>

## ■ USAFMCOM Point of Contact

Mr. Charles (Tony) Taylor

[charles.a.taylor40.civ@mail.mil](mailto:charles.a.taylor40.civ@mail.mil)

■ DSN: 699-5378





# CONTACT INFORMATION



## # OTCnet Treasury Support Center:

- Comm: 1-866-945-7920 Calling From DSN: (First Dial 809-463-3376)
- DSN: 510-428-6824
- OTCnet Mailbox: [FMS.OTCChannel@citi.com](mailto:FMS.OTCChannel@citi.com)
- OTCnet Website: <http://www.otcnet.fms.treas.gov>

## # Policy and Hardware Requests

- Mr. Russ Hacecky
  - [russell.t.hacecky.civ@mail.mil](mailto:russell.t.hacecky.civ@mail.mil)
  - DSN: 699-3640
  - Commercial (317) 212-3640







# CONTACT INFORMATION



**#DDS Help Desk Information**  
DDS helpdesk mission is to support the deployed environment by providing assistance for DDS related issues.

- If the DA encounters a problem the DDO should always be contacted first. If the DDO is unable to assist, they will direct the DA to call the DDS helpdesk.

**#Phone Number:**

**#Commercial: (317) 212-1490**

**#DSN: (318) 699-1490**

**#Blackberry: (317) 209-6328**

**#Email address:**

[dfas.dscc.zte.mbx.dds-helpdesk@mail.mil](mailto:dfas.dscc.zte.mbx.dds-helpdesk@mail.mil)





# CONTACT INFORMATION



## #USAFMCOM OST Website

[http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=](http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500)

**Army Financial Management**  
Assistant Secretary of the Army for Financial Management & Comptroller



Home | Organizations | Documents | General Information | Search

OASA (FM&C) | Army Budget (BU) | Cost & Economics (C&E) | Financial Information Management (FIM) | Financial Operations (FO) | Army Comptroller Propensity (PO)

**Organizations**

- OASA (FM&C)
- Army Budget (BU)
- Cost & Economics (C&E)
- Financial Information Mgmt (FIM)
- Financial Operations (FO)
- Army Comptroller Propensity (PO)

**Financial Operations (FO)**

- Organizational Structure
- Financial Organizations Links
- Financial Rates and Allowances
- Accountability and Audit Readiness
- Antideficiency Act
- Defense Travel System-Army
- Internal Control
- Internal Review
- Joint Recon Program
- Travel Charge Card
- US Army Financial Mgt Command
- General Information
- Documents & Related Links

**Operational Support Team**

+ Welcome to the ...

+ Our Mission Statement

**Documents & Links**

	Date
<b>Operational Support Team</b>	
<a href="#">Operational Support Team page</a>	
<b>Functional Areas</b>	
<b>Pay Support</b>	
<b>Defense MilPay Joint Military Pay System (DJMS)</b>	
<a href="#">DJMS (AC)</a>	01/10/2013
<a href="#">MMPA (RC)</a>	01/10/2013
<a href="#">Research Entitlements (AC)</a>	01/10/2013
<a href="#">Research Entitlements (RC)</a>	01/10/2013
<b>Reports</b>	
<b>Case Management System (CMS)</b>	
<a href="#">CMS Search Case</a>	01/10/2013
<a href="#">CMS Input Case</a>	01/10/2013
<a href="#">CMS Update Case</a>	01/10/2013
<b>Defense Military Office (DMO) Software</b>	
<a href="#">Casual Payments</a>	01/10/2013
<b>Travel</b>	
<b>Debt Management</b>	
<b>Entitlements</b>	
<a href="#">Cost of Living Allowance (COLA)</a>	01/10/2013
<a href="#">Bonus</a>	01/10/2013
<b>Deployment Entitlements</b>	
<a href="#">Deployment Entitlements</a>	01/10/2013

About This Site | Contact Us | Disclaimer | Earmarks | FOIA | Privacy & Security | Web Accessibility | AKO | HQDA on the Web | PPBE Portal



*Questions???*